Pennsylvania

PBPS

PROVIDER LEVEL USER MANUAL

VERSION 1.3

AUGUST 2013

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TABLE OF CONTENTS

Tips for Using the System Effectively 5
Data Fields and Buttons 5
Edit Form Buttons 6
Additional Buttons 6
Login Procedure 7
Logging In 7
How Do I Get My Login Information? 8
Forgot Your Login? 9
Service Announcement 10
DDAP Mailing List 10
Home Page 11
Planning 14
Create a Project 14
Creating a New Project 14
Edit Project Name/Status 15
Activities 16
Service Location Addresses 16
Adding a Service Location Address 16
Editing a Service Location Address Type and/or Status 18
Deleting a Service Location Address 19
Updating Rejected Service Location Addresses 20
Single Service 21
Adding a New Single Service 21
Additional Fields 23
Editing a Single Service 24
Deleting a Single Service 25
Editing Single Service Staff Time 26
Editing Single Service Non Agency Service Staff Time 27
Copy Service 29
Establish Recurring Groups 30
Adding a New Recurring Group 30
Editing a Recurring Group 32
Deleting a Recurring Group 33
Recurring Service 34

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Adding a New Recurring Service 34
Editing a Recurring Service 36
Deleting a Recurring Service 37
Editing Recurring Service Staff Time 38
Editing Recurring Service Non Agency Service Staff Time 39
Editing Recurring Service Attendance 40
Program Fidelity and Adaptation 41
Indirect Staff Time 42
Adding Indirect Staff Time 42
Editing Indirect Staff Time 44
Deleting Indirect Staff Time 44
Reports 45
Opening a Report 45
Viewing a Report 46
Printing and Saving a Report 46
Evaluation 48
Pre, Post or Follow-Up Test 48
Entering a Pre, Post or Follow-Up Test 48
Enter Surveys 51
Entering Assessment Group Information 51
Delete Assessment Group Information 55
Knowledge Base 56
Resource Library 56
Reports available in PBPS (PDF) 57
Web Sources and Links 58
Administration 59
Organization 59
Editing Organization Information 59
Master Staff 60
Adding a Staff Member 60
Editing a Staff Member 62
Deleting a Staff Member 63
My Profile 64
Updating My Profile Details 64
Changing Your Password 65
First Time Logging In? 66

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Administrative Time 67
Adding Administrative Time 67
Editing Administrative Time 68
Deleting Administrative Time 68
Kit Support 69

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TIPS FOR USING THE SYSTEM EFFECTIVELY

Data Fields and Buttons

In the PA PBPS system there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box)	(fill in the blank)
Dropdown List (aka Pull Down Menu)	Select One (select one)
Radio Button	Selected Not Selected
Check Boxes	Selected Not Selected
Double Arrows	(click to open) (click to close)
Org ID*	A field name with an * (asterisk) denotes a required field
Calendar Feature	A calendar will pop up when selecting a Date field.
Help Icon	provides more information regarding a field

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- You can type an identifying letter of an item in a dropdown list and the first selected option beginning with that letter will appear in the box.
- Dates should be entered as mm/dd/yyyy or mm-dd-yyyy. Dates should not be entered using alpha characters.

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Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information.

Data Entry	Must be pressed on some pages to enter new information into a form
Data Edit	Must be pressed to edit information on a form.
Save	Adds the information on an Edit Form to the database
Delete	Removes the information currently on an Edit Form from the database
Cancel	Cancels the Add or Edit without saving any information entered
Search	Allows you to locate previously entered records

Tips

- When clicking the Save (Save) or Delete (Delete) buttons, a confirmation message appears informing you that the data has been saved, submitted, or deleted.

Additional Buttons

Each page within PA PBPS offers additional help to the user. Click on one of the icons to receive the help needed.

Manuals	Takes the user to the User Manuals page of the Support Site
Print	Prints the information currently on the form.
Support	Takes the user to the Home page of the Support Site
Log-Off	Logs the user currently logged in out of the system

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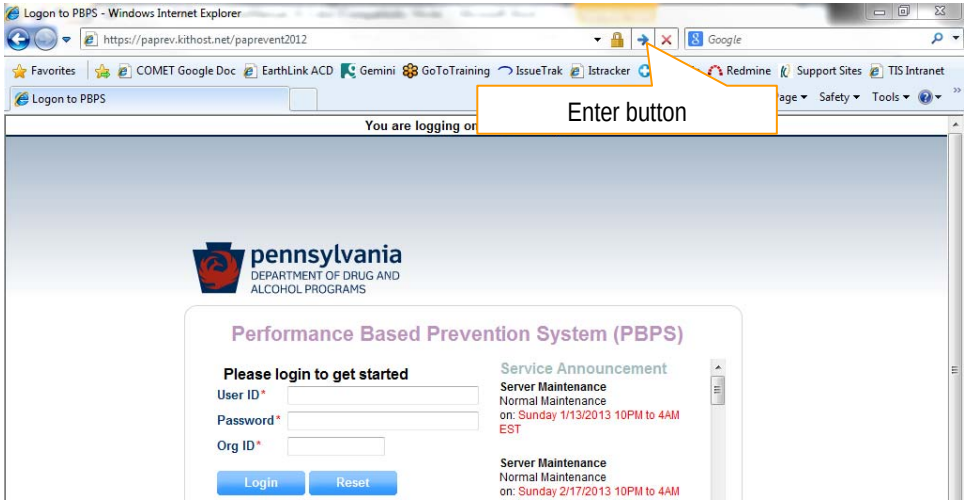
LOGIN PROCEDURE

Logging In

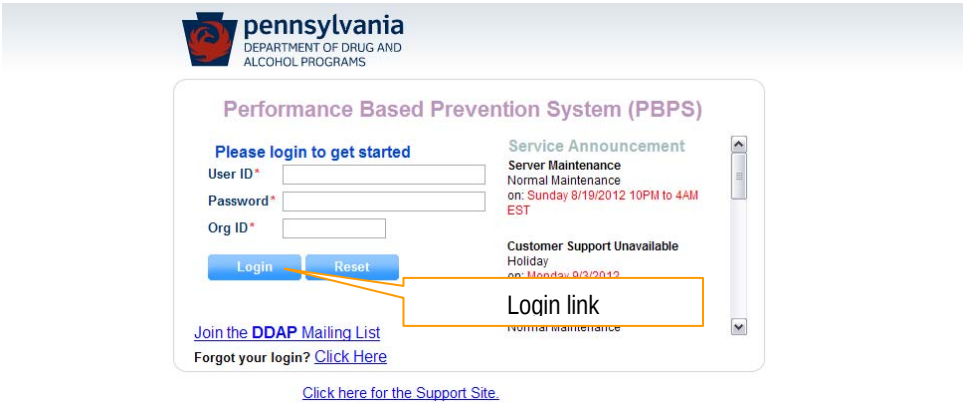
Connect to the internet using an Internet browser. In the Address (Location) box, type in the following address (website URL) and press Enter:

https://paprev.kithost.net/paprevent2012



Sample screenshot of PA PBPS Login Page using Internet Explorer

1. Enter the login name in the **User ID** field.
2. Enter the password in the **Password** field.
3. Enter the SCA Level ID in the **Org ID** field.
4. Click the Login (**Login**) button.
   *Note: If you made mistake in your login information, click the Reset (**Reset**) button.



Screenshot displaying the PA PBPS Login Page

Tips

- The **User ID*** is NOT case sensitive.
- The **Password*** IS case sensitive.

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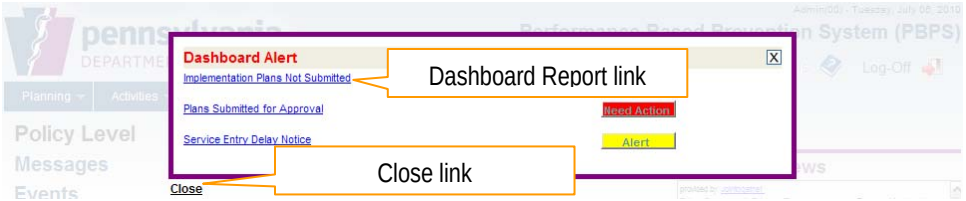
After logging in, you may be taken to the Dashboard Alert or receive a message. If you receive the Dashboard Alert, click one of the report links to open a Dashboard report or click the Close (Close) link to continue into PA PBPS. If you receive a message, read the message and click the (I Acknowledge) button.

For more information on the Dashboard reports and Messages, see the Home Page section of this manual.

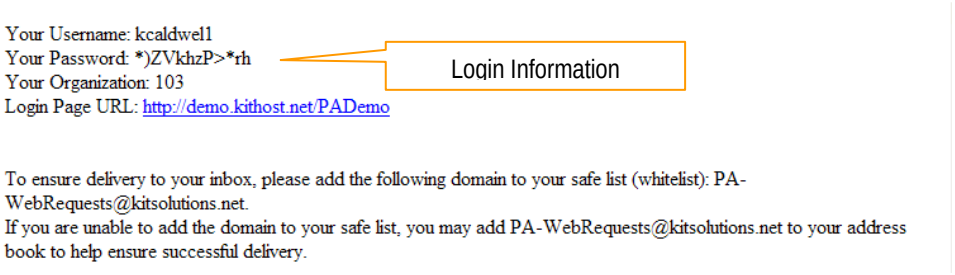


How Do I Get My Login Information?

Your login information is created for you by your system administrator. Once your staff account is created, you should receive an email with your login information. This email will contain the necessary pieces of information needed to log into PA PBPS: Username, Password, and Organization ID.

The Username is automatically generated for you upon creating a new staff member. The Username will be the first letter of the staff member's first name and the full last name – up to ten (10) characters. For example, Karen Caldwell's staff Username will be kcaldwell.

A temporary password will be assigned to your account. You will use this to log in for the first time.


Your Username: kcaldwel1
Your Password: *)ZVkhzP>*rh
Your Organization: 103
Login Page URL: http://demo.kithost.net/PADemo
Login Information
To ensure delivery to your inbox, please add the following domain to your safe list (whitelist): PA-WebRequests@kitsolutions.net.
If you are unable to add the domain to your safe list, you may add PA-WebRequests@kitsolutions.net to your address book to help ensure successful delivery.

This is an example of a staff account creation email

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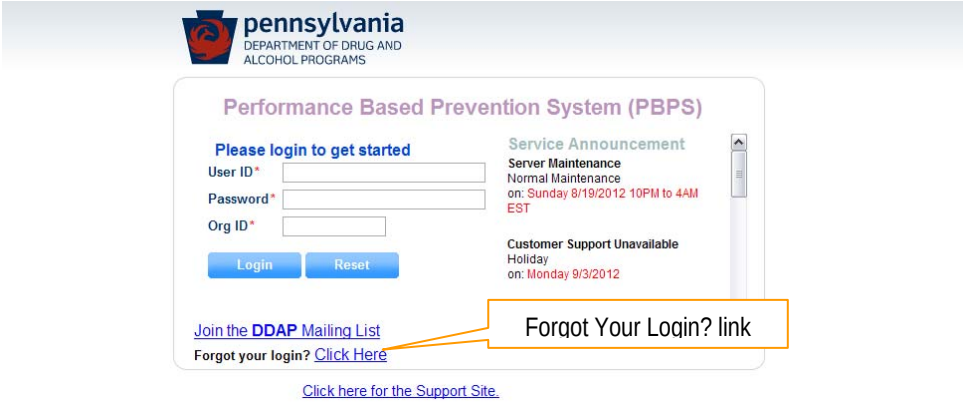
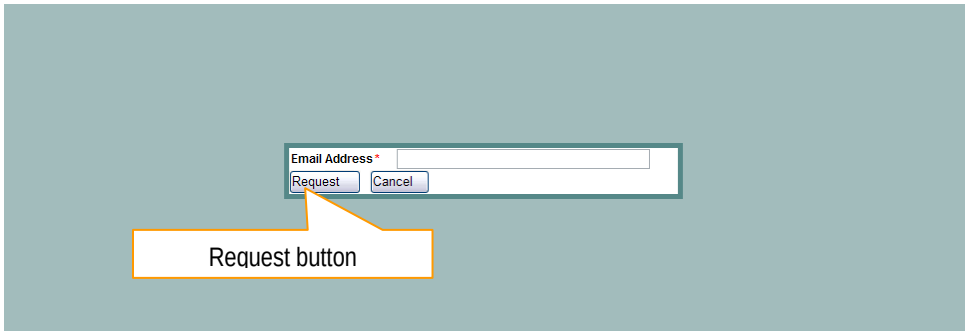
Forgot Your Login?

If you are unable to log into PA PBPS due to forgetting your User ID or Password, you can retrieve this information by clicking the link Click Here on the Login Page.



1. Type the email address associated with your staff user account in the Email Address field.
2. Click the Request (Request) button.
   *Note: Click the Cancel (Cancel) button to cancel the request.

You should receive an email including your Login Name, a temporary password, organization ID, and email address.



Tips

- You must have a staff user account registered within PA PBPS to use the Forgot Your Login? feature.
- To ensure that you receive the email, add the following domain to your safe list: @kitsolutions.net.

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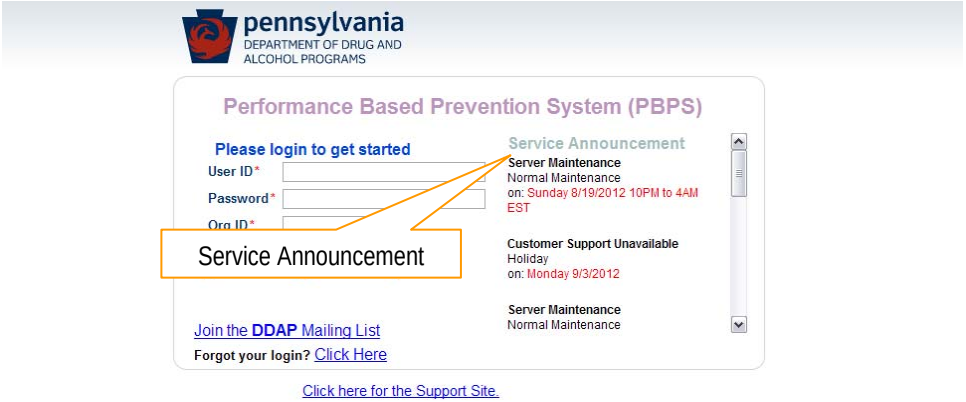
Service Announcement

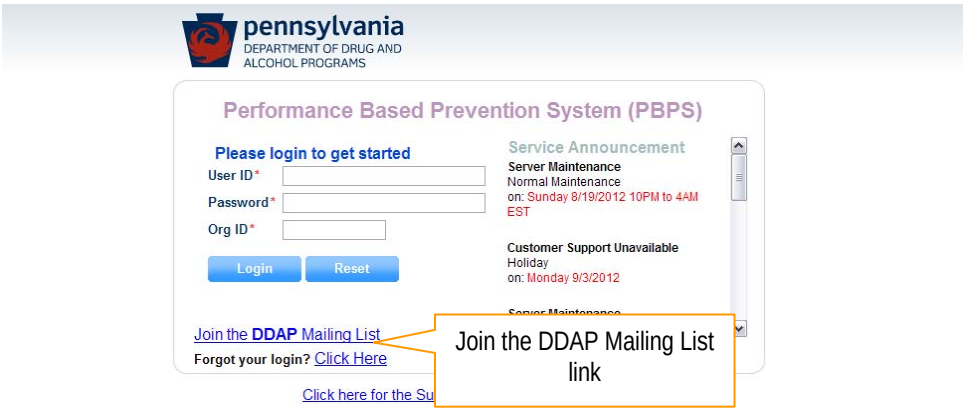
The Service Announcements that are located on the Login Page are there to notify users that PA PBPS is receiving any necessary server updates. PA PBPS is available at any time, but during server maintenance it may be down for a short period of time which means you will not be able to log into the application at that time.

Server Maintenance typically occurs once a month.



DDAP Mailing List

To join the DDAP Mailing list, click the Join the DDAP Mailing List link on the Login Page. A new window will open displaying the Pennsylvania Department of Health website.



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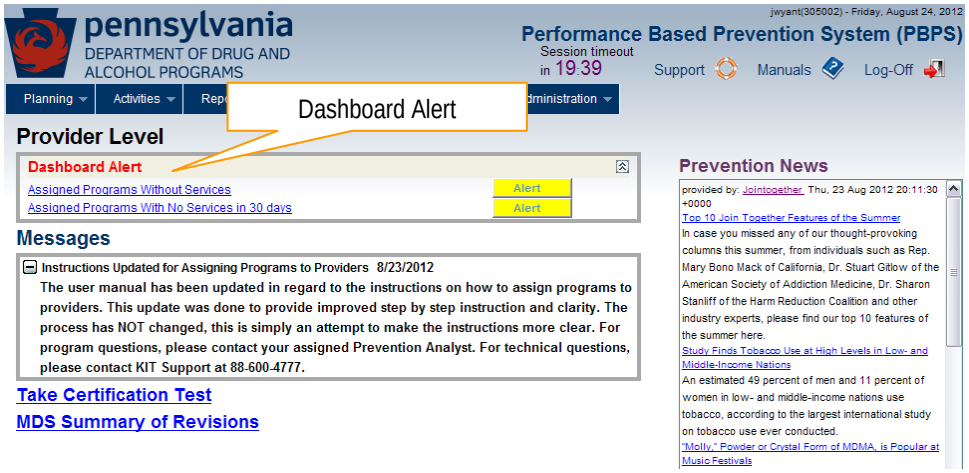
HOME PAGE

The Home Page provides the organization with important messages, upcoming events, and links to News regarding Prevention.

Dashboard Alert

The Dashboard feature on the Home page is designed to provide status updates in regards to various timelines, notifications, and inactivity for reports and surveys within the PA PBPS. For example, the 'Service Entry Delay Notice' dashboard report shows the number of programs with more than 30% of services entered 15 days after the services were delivered during the last 30 days.


pennsylvania
DEPARTMENT OF DRUG AND ALCOHOL PROGRAMS
jwyant(305002) - Friday, August 24, 2012
Performance Based Prevention System (PBPS)
Session timeout in 19:39
Support
Manuals
Log-Off
Planning
Activities
Dashboard Alert
Provider Level
Dashboard Alert
Assigned Programs Without Services
Alert
Assigned Programs With No Services in 30 days
Alert
Messages
Instructions Updated for Assigning Programs to Providers 8/23/2012
The user manual has been updated in regard to the instructions on how to assign programs to providers. This update was done to provide improved step by step instruction and clarity. The process has NOT changed, this is simply an attempt to make the instructions more clear. For program questions, please contact your assigned Prevention Analyst. For technical questions, please contact KIT Support at 88-600-4777.
Take Certification Test
MDS Summary of Revisions
Prevention News
provided by: Jointogether Thu, 23 Aug 2012 20:11:30 +0000
Top 10 Join Together Features of the Summer
In case you missed any of our thought-provoking columns this summer, from individuals such as Rep. Mary Bono Mack of California, Dr. Stuart Gitlow of the American Society of Addiction Medicine, Dr. Sharon Stanliff of the Harm Reduction Coalition and other industry experts, please find our top 10 features of the summer here.
Study Finds Tobacco Use at High Levels in Low- and Middle-Income Nations
An estimated 49 percent of men and 11 percent of women in low- and middle-income nations use tobacco, according to the largest international study on tobacco use ever conducted.
"Molly," Powder or Crystal Form of MDMA, is Popular at Music Festivals

- Click a report link to open a Dashboard report.
- Click the ⇗ to hide the Dashboard Alert.

Tips

- Dashboard Alert colors indicate:
  - ⇒ Yellow – Alert
  - ⇒ Red – Needs Action

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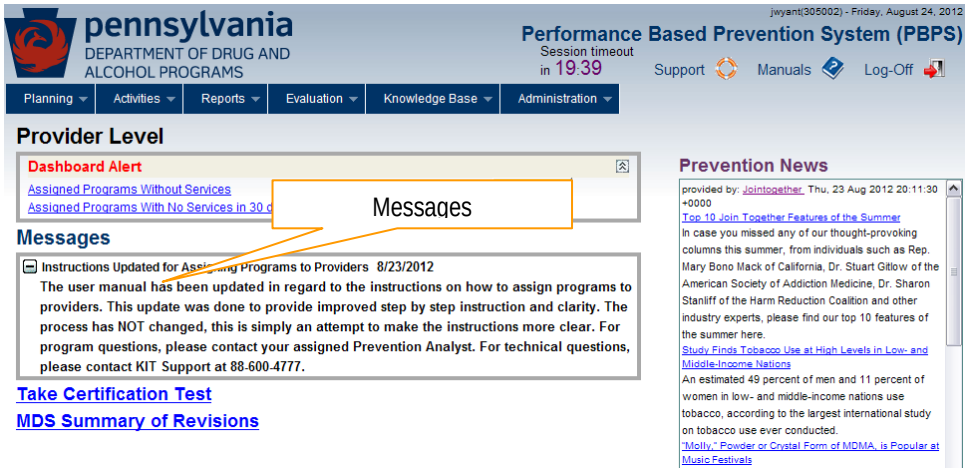
Messages

The Message section on the Home Page displays important messages posted by DDAP.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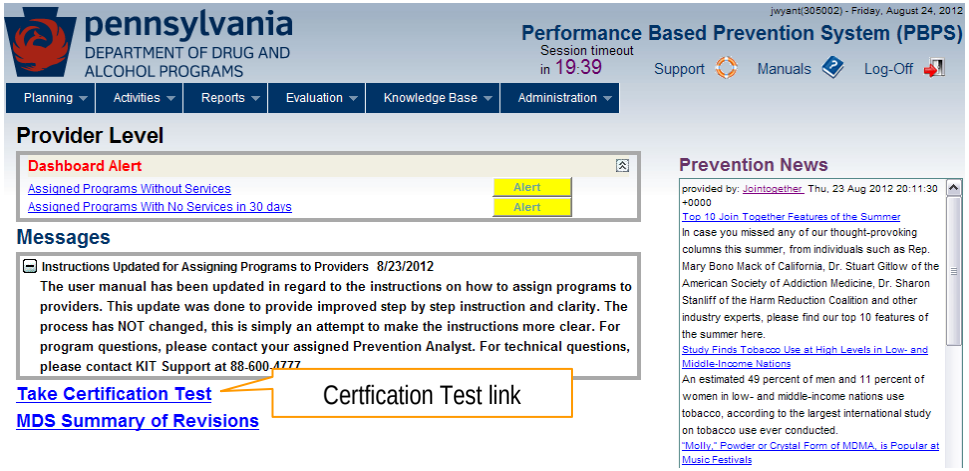
Take Certification Test
MDS Summary of Revisions
Prevention News

Certification Test

All users are required to obtain training certification to use the PA PBPS.

- In order to prepare for the Certification Test, it is recommended that an Online Training be received or watch the training videos that are available on the Support Site. If the certification test has not been taken yet, a link will appear on the PA PBPS Home page.
- To take the certfication test, click on the link entitled Take Certification Test.
- If you fail the certification test, you will be able to take the test again in seven (7) days. During that time, you should take advantage of the training videos and manual available on the Support Site. You have a period of 90 days in which you can retake the test every seven (7) days until you pass the test. If you do not pass the test after the 90 day period, you will be locked out and therefore will be unable to access the PA PBPS.
- Once you have passed the certification test, a link to print your certificate will be available under the 'My Profile' module.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Take Certification Test
MDS Summary of Revisions
Certfication Test link
Prevention News

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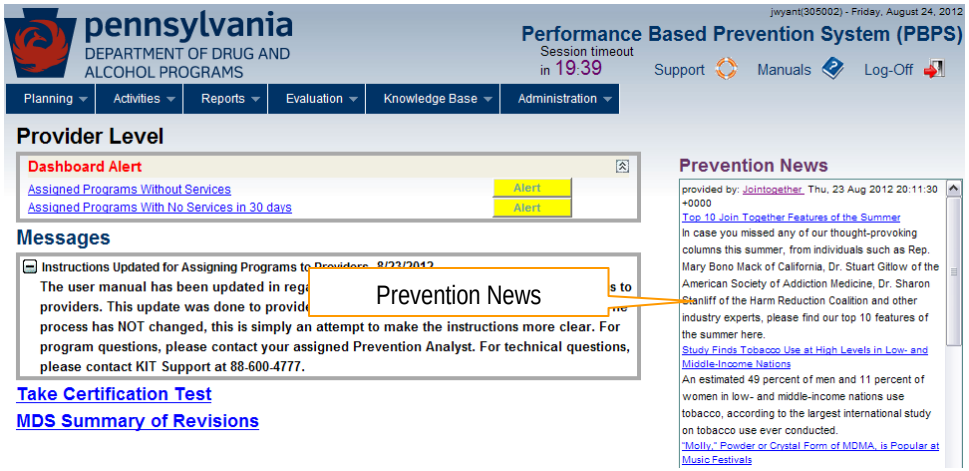
Prevention News

- To view a news article, click on the title of the article from the Prevention News section.
- A new window will open when you click on the specified news article link.
- To close the open window, click the (X) in the upper right hand corner.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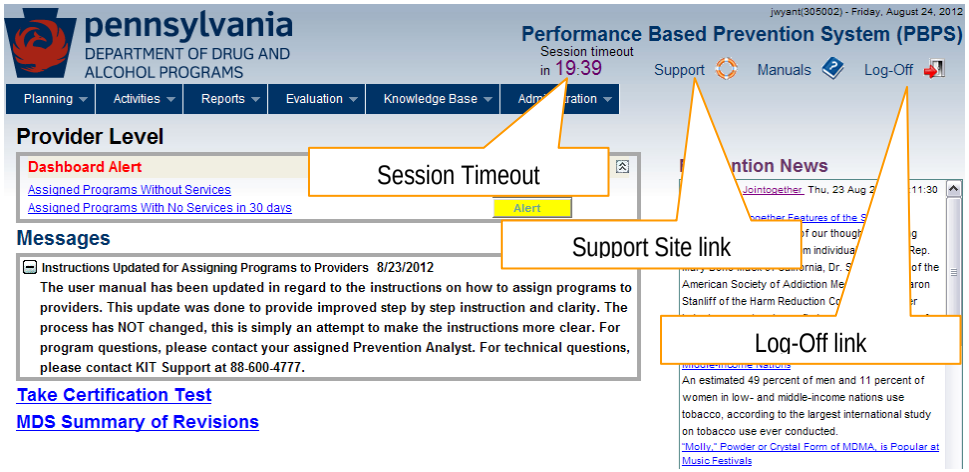
Study Finds Tobacco Use at High Levels in Low- and Middle-Income Nations
"Molly," Powder or Crystal Form of MDMA, is Popular at Music Festivals

Miscellaneous Items

- The Session Timeout located in the upper right hand corner of the Home page displays the amount of time left before your session will time out. The Session Timeout is 20 minutes for each refresh of the page. You will receive a notice when 3 minutes are left.
- A link to the PA PBPS Support Site is located in the upper right hand corner of the Home Page. Once clicked, a new window will open displaying the PA PBPS Support Site.
- To log out of PA PBPS, click the Log-Off link located in the upper right hand corner of the Home Page.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Take Certification Test
MDS Summary of Revisions
Session Timeout
Support Site link
Log-Off link

These items can be found in the left toolbar when viewing all other pages within PA PBPS.

Tips

- To return to the Home Page from any other page within PA PBPS, click the Pennsylvania Department of Health logo.

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PLANNING

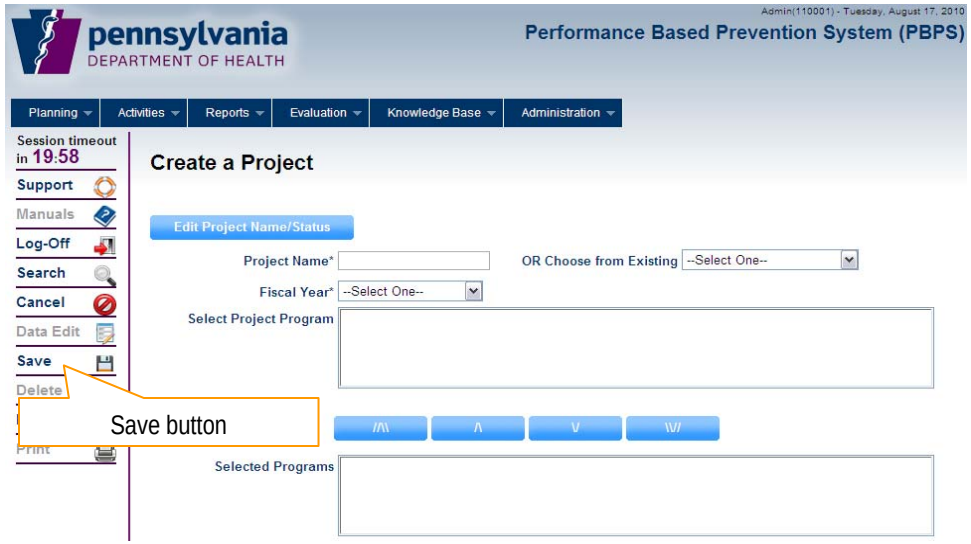
The Planning module allows users to develop a comprehensive Strategic Plan.

Create a Project

This module is used to Create projects and assign one or more programs to them.

Creating a New Project

1. Click **Planning** from the main menu.
2. Click **Create a Project** from the Planning submenu or Landing Page.
3. Enter a project name in to the **Project Name*** field.
   *Note: If the project already exists you can select a Project Name from the "**Or Choose from Existing**" dropdown list.
4. Select a fiscal year from the **Fiscal Year*** dropdown list.
5. Select a project program from the displayed **Select Project Program** list box.
   *Note: To select more than one entry hold down your **Ctrl** key while making selections
6. Move the selected project program(s) to the **Selected Program** list box by clicking the move arrow: V.
   *Note: To remove selections from the Selected Program list box use the other move arrow: ^
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Create a Project Page.

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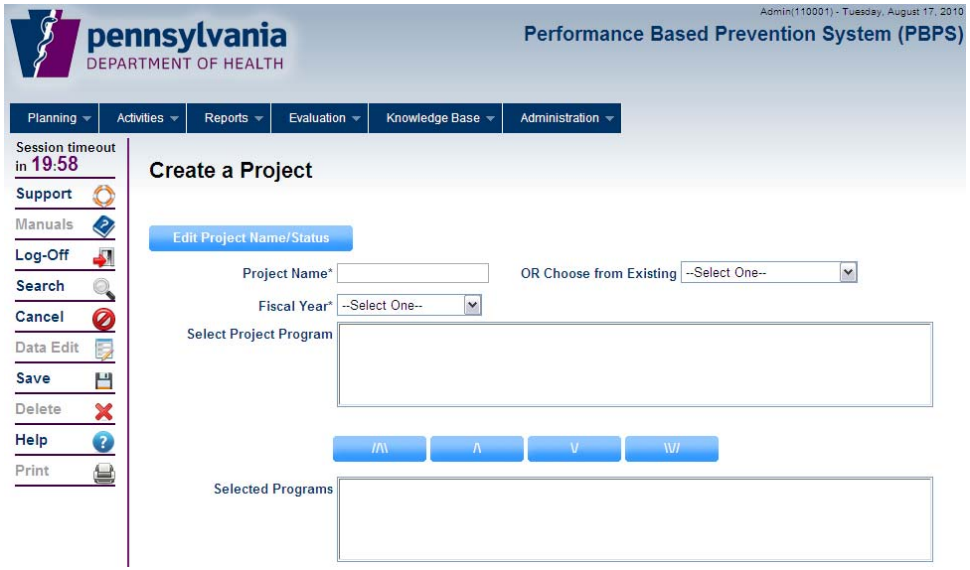
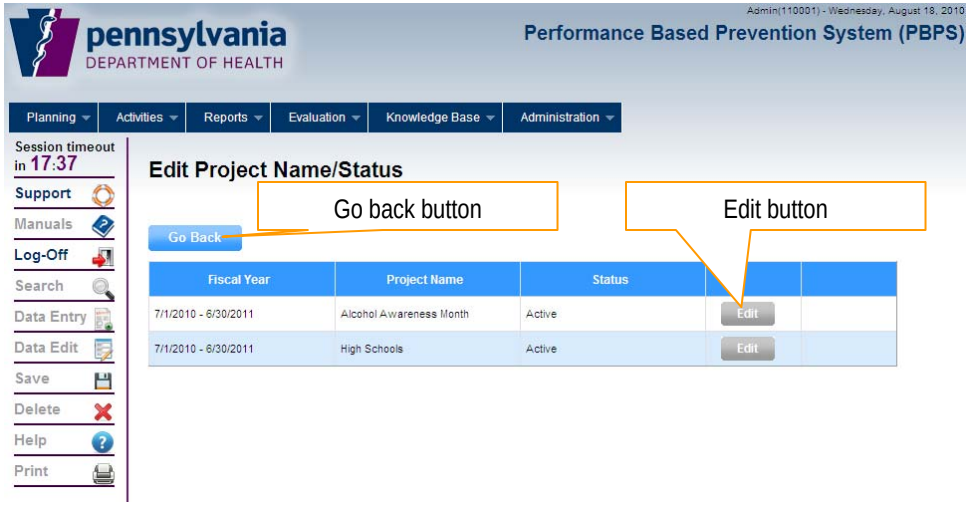
Edit Project Name/Status

1. Click **Planning** from the main menu.
2. Click **Create a Project** from the Planning submenu or Landing Page.
3. Click the Edit Project Name/Status (**Edit Project Name/Status**) button.



Sample Screenshot displaying the Create a Project Page.

4. Click the Edit (**Edit**) button associated with the record you want to edit.
5. Make any changes to the Project Name or Status field.
6. Click the Update (**Update**) button to save any changes made to the record.
   *Note: If you do not wish to save your changes click the Cancel (**Cancel**) button.
7. Click the Go Back (**Go Back**) button to return to the Create a Project page.



Sample Screenshot displaying the Edit Project Page.

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ACTIVITIES

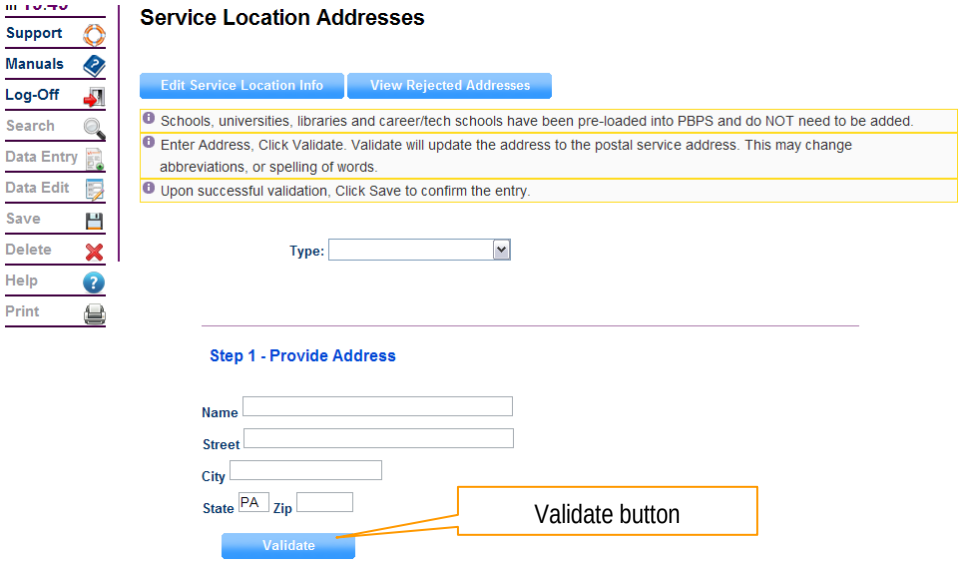
The Activities module allows you to enter services for your implementation plans

Service Location Addresses

Enter Service Location Addresses.

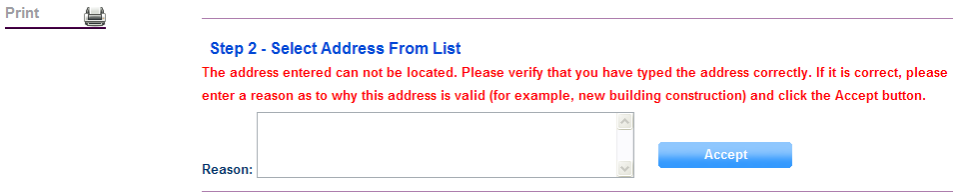
Adding a Service Location Address

1. Click **Activities** from the main menu.
2. Click **Service Location Address** from the Activities submenu or Landing Page.
3. Select the service location type from the **Type** dropdown list.
4. Complete the address form under the **Step 1 – Provide Address** section.
5. Click the Validate (**Validate**) button.
   *Note: After clicking the Validate button PA PBPS ensures that the address is valid via Google Maps.



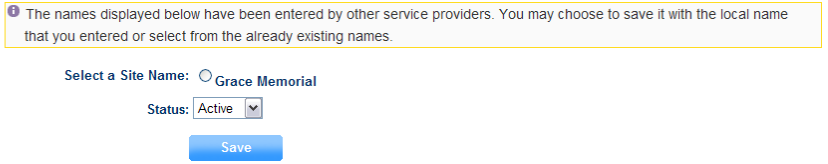
Sample Screenshot displaying the Service Location Addresses Page.

6. If you entered a part of the address incorrectly, it will be corrected for you based on the validation. If the address is unable to be located, you may still use the address. If you know that the address is correct, enter a reason as to why the address is valid in the Reason text box.
7. Click the Accept (**Accept**) button.


Print
Step 2 - Select Address From List
The address entered can not be located. Please verify that you have typed the address correctly. If it is correct, please enter a reason as to why this address is valid (for example, new building construction) and click the Accept button.
Reason:
Accept

Sample Screenshot displaying the Service Location Addresses Page.

8. If the address exists for another provider, the location names will appear allowing you to choose to save your location with the local name you entered or select from the already existing names. If you choose to select the already existing names, select the appropriate name using the radio button ( ).
9. Select a status from the **Status** dropdown list.


The names displayed below have been entered by other service providers. You may choose to save it with the local name that you entered or select from the already existing names.
Select a Site Name:
Grace Memorial
Status: Active
Save

Sample Screenshot displaying the Service Location Addresses Page.

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a. *Active*: a service location that is in use. (can be viewed on other screens)
b. *Inactive*: a service location that is no longer in use. (will not appear on other screens)

10. Click the Save (Save) button.

Tips

- The local Name entered for the location is there for your organization's convenience for finding locations in future services and is not stored in the state master index for address locations.
- Service Location Addresses are approved at the State level. If your Service Location Address is not approved, you will receive an email with a reason for rejection. You will need to update the Service Location Address with the correct information based on the email received.
- If you have any Service Location Addresses associated with not approved service locations, the "Services Associated with a Rejected Location" dashboard report will be displayed on the Home page. You should update the Service Location Address or Service with the correct information (see the Updating Rejected Service Location Addresses section for more information).

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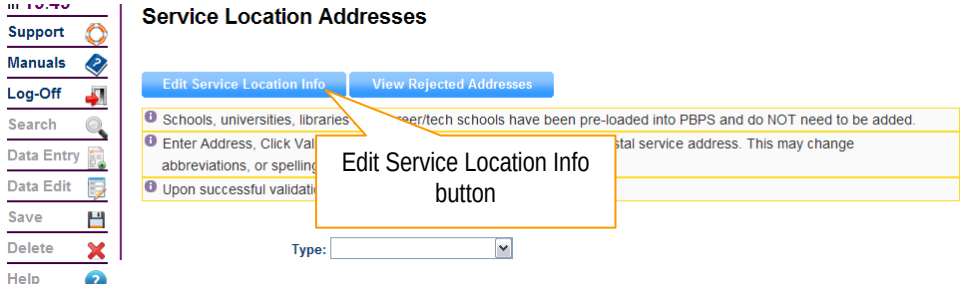
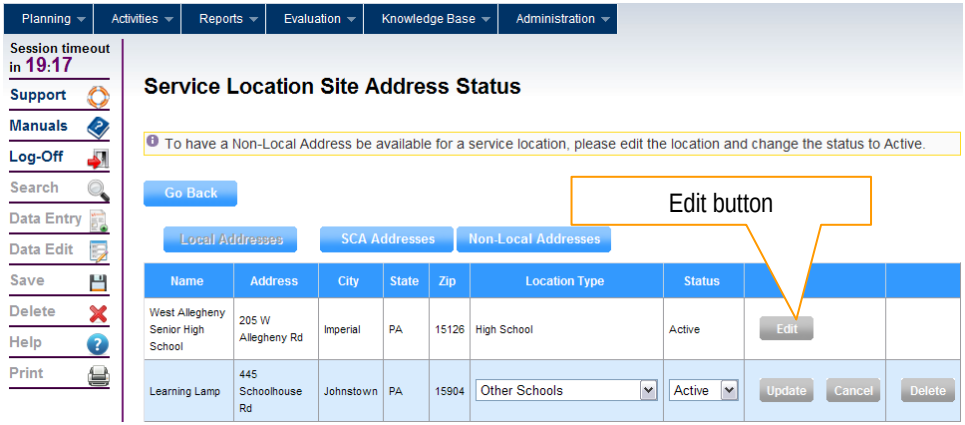
Editing a Service Location Address Type and/or Status

1. Click **Activities** from the main menu.
2. Click **Service Location Address** from the Activities submenu or Landing Page.
3. Click the Edit Service Location Info (**Edit Service Location Info**) button.



Sample Screenshot displaying the Service Location Addresses Page.

4. The Local Addresses (**Local Addresses**) button is selected by default.
   *Note: To see different sets of addresses click either the SCA Addresses (**SCA Addresses**) button or the Non-Local Addresses (**Non-Local Address**) button.
5. Click the Edit (**Edit**) button next to the record to want to edit.
6. Select the new service location type from the **Location Type** dropdown list.
7. Select a status from the **Status** dropdown list.
   a. *Active*: a service location that is in use. (can be viewed on other screens)
   b. *Inactive*: a service location that is no longer in use. (will not appear on other screens)
8. Click the Update (**Update**) button to save your changes.
   *Note: If you do not wish to save your changes click the Cancel (**Cancel**) button.



Sample Screenshot displaying the Service Location Addresses Search Page.

Tips

- A location that is currently used within a service cannot have the Location Type updated.
- The SCA Addresses (**SCA Addresses**) button allows you to view Service Location Addresses added throughout all providers within your SCA's jurisdiction. The Non-Local Addresses (**Non-Local Address**) button allows you to view Service Location Addresses entered by all providers.

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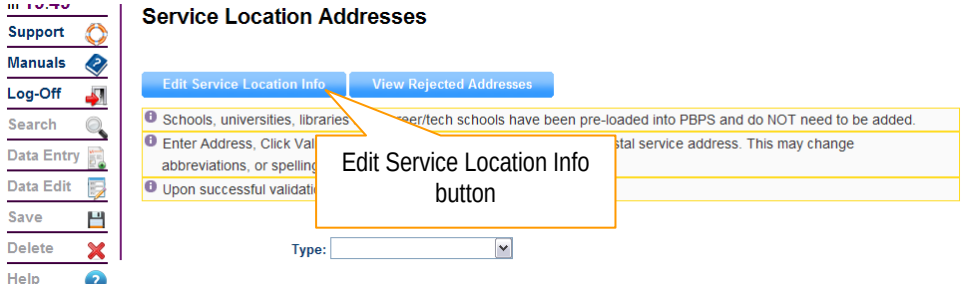
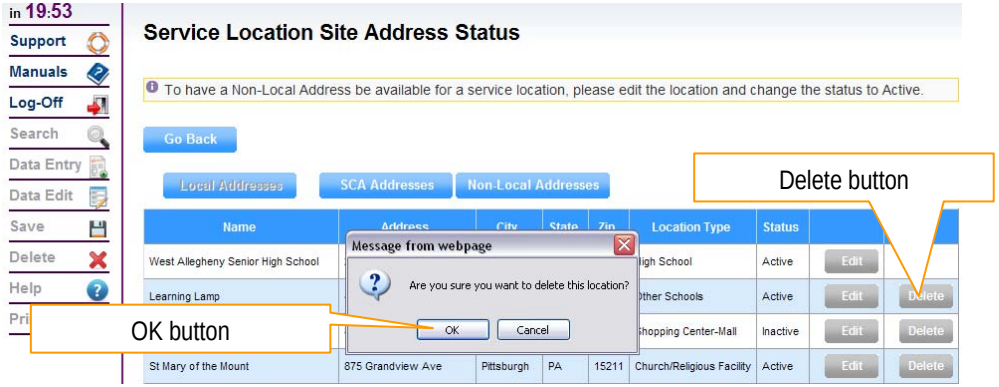
Deleting a Service Location Address

1. Click **Activities** from the main menu.
2. Click **Service Location Address** from the Activities submenu or Landing Page.
3. Click the Edit Service Location Info (**Edit Service Location Info**) button.



Sample Screenshot displaying the Service Location Addresses Page.

4. The Local Addresses (**Local Addresses**) button is selected by default.
   *Note: To see different sets of addresses click either the SCA Addresses (**SCA Addresses**) button or the Non-Local Addresses (**Non-Local Address**) button.
5. Click the Delete (**Delete**) button next to the record to want to delete.
   a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
   b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Service Location Addresses Search Page.

Tips

- A location that is currently used within a service cannot be deleted.

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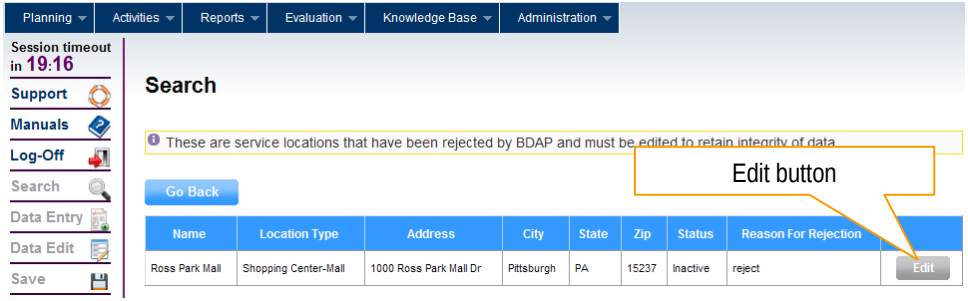
Updating Rejected Service Location Addresses

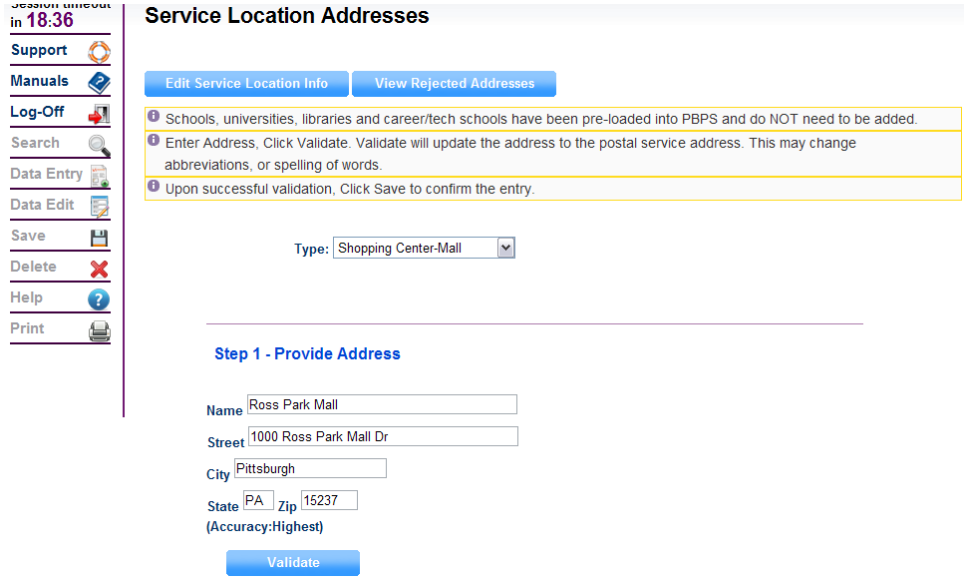
Anytime a service location address is created or edited, it must be approved. Providers can still use locations while under review. If a service location address is rejected, you will need to update the service location. All updated service location addresses will need to be reviewed/approved again by the State.

1. Click **Activities** from the main menu.
2. Click **Service Location Address** from the Activities submenu or Landing Page.
3. Click the View Rejected Addresses (**View Rejected Addresses**) button.
4. Click the Edit (**Edit**) button next to the record to want to edit.



Sample Screenshot displaying the Service Location Addresses Page.

5. You will be taken to the Service Location Edit form. Make any changes needed to the form.
   *Note: See the Adding a Service Location Address instructions for further information.
6. Click the Validate (**Validate**) button.
   *Note: After clicking the Validate button PA PBPS ensures that the address is valid via Google Maps.
7. Click the Save (**Save**) button.


Session timeout in 18:36
Support
Manuals
Log-Off
Search
Data Entry
Data Edit
Save
Delete
Help
Print
Service Location Addresses
Edit Service Location Info
View Rejected Addresses
Schools, universities, libraries and career/tech schools have been pre-loaded into PBPS and do NOT need to be added.
Enter Address, Click Validate. Validate will update the address to the postal service address. This may change abbreviations, or spelling of words.
Upon successful validation, Click Save to confirm the entry.
Type: Shopping Center-Mall
Step 1 - Provide Address
Name Ross Park Mall
Street 1000 Ross Park Mall Dr
City Pittsburgh
State PA Zip 15237
(Accuracy:Highest)
Validate

Sample Screenshot displaying the Service Location Addresses Search Page.

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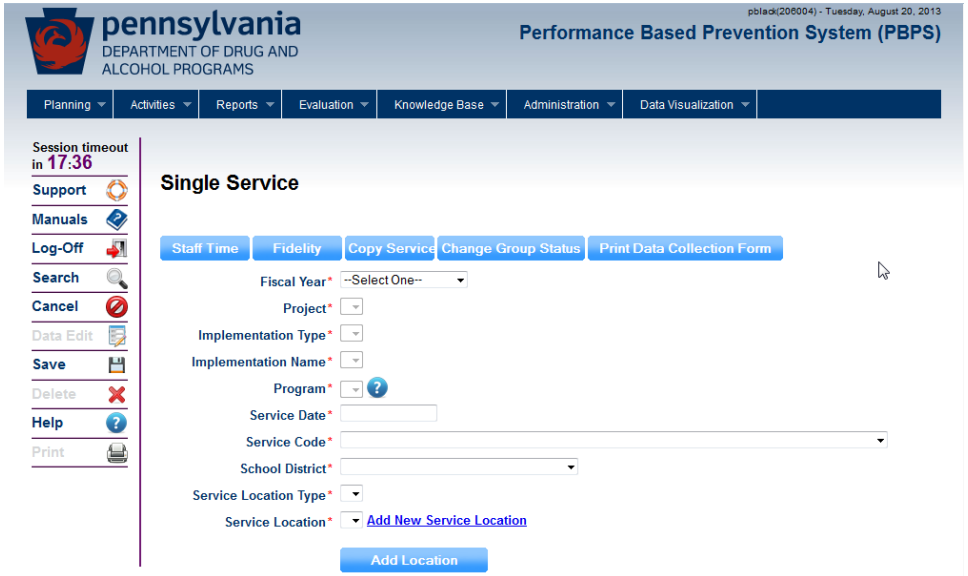
Single Service

The Single Services module is used to enter one-time, stand-alone prevention services that, through the practice or application of recognized prevention strategies, are intended to inform or educate general and specific populations about substance use or abuse.

Adding a New Single Service

1. Click **Activities** from the main menu.
2. Click **Single Service** from the Activities submenu or Landing Page.
3. Select the fiscal year from the **Fiscal Year*** dropdown list.
4. Select a project from **Project*** dropdown list.
   *Note: If your single service is not connected to any Projects, select N/A from the Project dropdown list.
5. Select an implementation type from the **Implementation Type*** dropdown list.
   Note: Implementation Type may be pre-populated based on your Project* selection.
6. Select an implementation name from the **Implementation Name*** dropdown list
   Note: Implementation Name may be pre-populated based on your Implementation Type* selection.
7. Select a program from the **Program*** dropdown list.
   Note: Program may be pre-populated based on your Implementation Type* or Implementation Name* selections.
8. Enter a date for the service in the **Service Date*** field in the format mm/dd/yyyy.
9. Select a school district from the **School District*** dropdown list.
   *Note: If *Out of County/State* is selected as the implementation type, *Out of County/State* will be your only option for School District.
10. Select a service location type from the **Service Location Type*** dropdown list.
11. Select a service location from the **Service Location*** dropdown list.
    *Note: If no service locations are available see the Adding a Service Location Address section.
12. Click the Add Location (**Add Location**) button.
    *Note: A grid will appear below the Service Location dropdown list. You may select as many locations as needed associated with the service.



Sample Screenshot displaying the Single Service Page.

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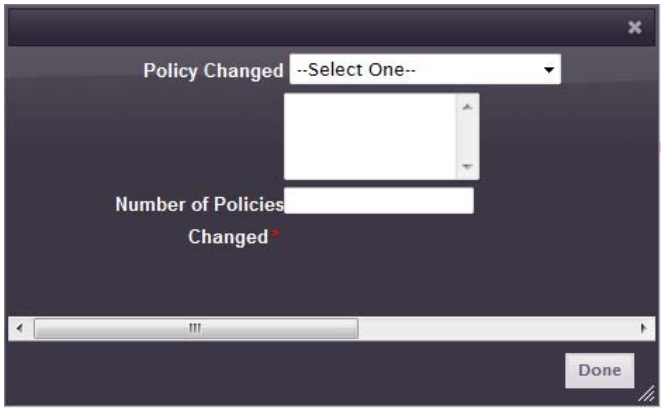
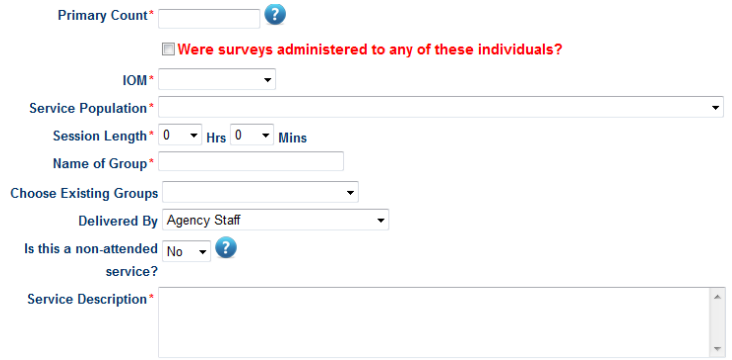
13. Select a service code from the **Service Code*** dropdown list.
    a. If service codes *PAEV09*, *PAEV10*, or *PAEV11* are selected, and the primary count is greater than zero (0), the Enter Environmental Data (**Enter Environmental Data**) link will display under the service code dropdown list.
        i. Select the policy that changed from the **Policy Changed** dropdown list.
        ii. Enter a description of the change in the text box.
        iii. Enter the **Number of Policies Changed*** in the text box.
        iv. Click the Done (**Done**) button to commit to your changes.



Screenshot displaying the Enter Environmental Data Window

14. Enter a primary contact in the **Primary Contact*** field.
15. Select an IOM category from the **IOM*** dropdown list.
16. Select the service population from the **Service Population*** dropdown list.
17. Select the Hours (**Hrs**) and Minutes (**Mins**) of the **Session Length*** using the associated dropdown lists.
    *Note: You are able to choose from any amount of minutes in an hour (1 minute increments).
18. Enter a name for the group in the **Name of Group*** field.
    *Note: If you choose to select an existing group from the **Choose Existing Group** dropdown list it will also populate the Name of Group field with the existing group name.
19. Select the type of staff who delivered the service from the **Delivered By** dropdown list.
20. Select *Yes* or *No* for the **Is this a non-attended service?** dropdown list.
    *Note: This dropdown list will only appear when certain service codes are selected.
    a. If *Yes* is selected, enter the last day of the service in the **Service End Date** field.
21. Enter a brief description of the service in the **Service Description** field. This is an optional field.


Primary Count *
Were surveys administered to any of these individuals?
IOM *
Service Population *
Session Length * 0 Hrs 0 Mins
Name of Group *
Choose Existing Groups
Delivered By Agency Staff
Is this a non-attended service? No
Service Description *
Sample Screenshot displaying the Single Service Page.

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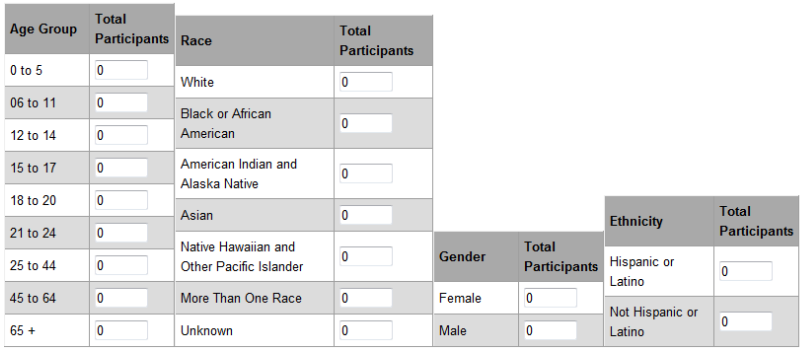
22. Enter the demographics for the group served in the **Total Participants** fields. Each category (*Age Group*, *Race*, *Gender*, and *Ethnicity*) must equal the number you entered as the number of attendees.
    *Note: The demographics may not be available for certain service codes.
23. Click Save (Save) from the left toolbar.
    *Note: Click Cancel (Cancel) from the left toolbar if you wish to cancel the changes.



Age Group	Total Participants
0 to 5	0
06 to 11	0
12 to 14	0
15 to 17	0
18 to 20	0
21 to 24	0
25 to 44	0
45 to 64	0
65 +	0

Race	Total Participants
White	0
Black or African American	0
American Indian and Alaska Native	0
Asian	0
Native Hawaiian and Other Pacific Islander	0
More Than One Race	0
Unknown	0

Gender	Total Participants
Female	0
Male	0

Ethnicity	Total Participants
Hispanic or Latino	0
Not Hispanic or Latino	0

Additional Fields

1. If your service code specified items were to be entered as the Primary Count, a new field will appear called **Number Served*** or **Estimated Reach***. Specify the number of attendees in this field.
2. If a service code associated with material dissemination is selected, the **Number of Materials Disseminated*** field will appear. Enter the number of items distributed, broadcasted, or announced during the service in this field.
3. The **Number of Students Discussed** field allows you to indicate the number of students discussed at the service. The field will only appear if you are using the Student Assistance Program (SAP).
4. The **Referrals for D&A LOC Assessment** field allows you to indicate how many referrals were made as a result of the service. The field will only appear if you are using the Student Assistance Program (SAP).
5. The **Core Team Member Affiliation** field(s) allow you to provide the affiliation of each team member. The field will only appear if you are using the Student Assistance Program (SAP).

Tips

- A service can be entered immediately after it is performed.
- The **Service Location*** dropdown list is populated based on any Service Location Addresses entered using the Service Location Address module. If School was selected as the Service Location Type, a pre-populated list of schools will be available for you.
- Providers will have the ability, for select service codes, to enter one service with multiple locations/addresses. Example: If you disseminate FASD material to 20 locations on the same day, you will be able to enter 1 service with 20 addresses instead of 20 separate services. The service codes that allow for the entry of multiple addresses are: STN10, STN11, STN13, STN16, GIN04, GIN07, GEN08, PAEV03, PAEV06, and PAEV16.
- Clicking the (Help) button next to an entry field will display a pop-up window with more information regarding that particular field.
- The Print Data Collection Form (**Print Data Collection Forms**) button provides a printable form that can be used to collect data during services for input into the system at a later time.
- Clicking the **Add Service Location** link on the single service entry page will produce a pop-up window similar to the actual service location page so that the data you have entered in to

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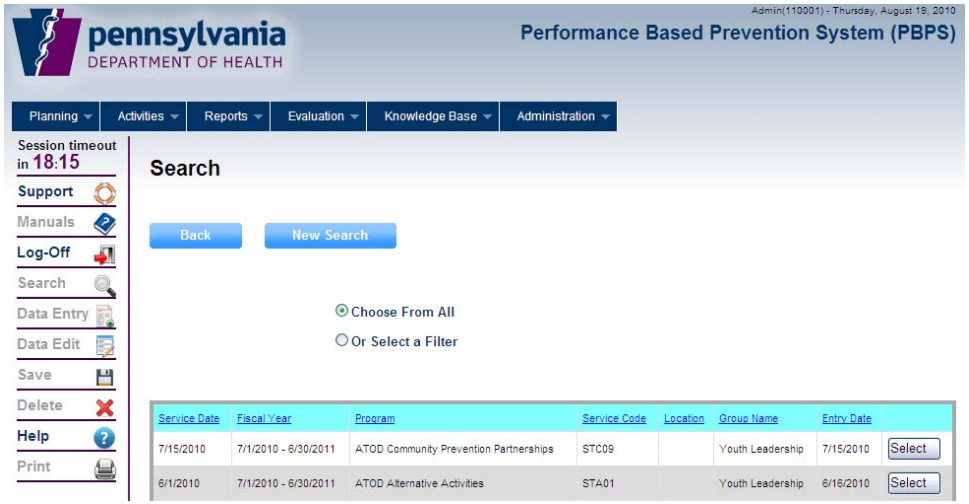
the single service page thus far does not get lost. You can follow the same instruction from the Adding a Service Location Address section for this pop-up page.

- The Change Group Status (Change Group Status) button takes you to the Update Group Status page where you can edit the status of all groups currently listed in the Choose Existing Groups dropdown list. The Status of each group is defaulted to *Active.*
    - To change the status, click the Edit (Edit) button to the right of the appropriate group name. Select *Inactive* from the Status dropdown list and click the Update (Update) button. Once a group is set to Inactive Status, it will no longer appear in the Choose Existing Groups dropdown list.

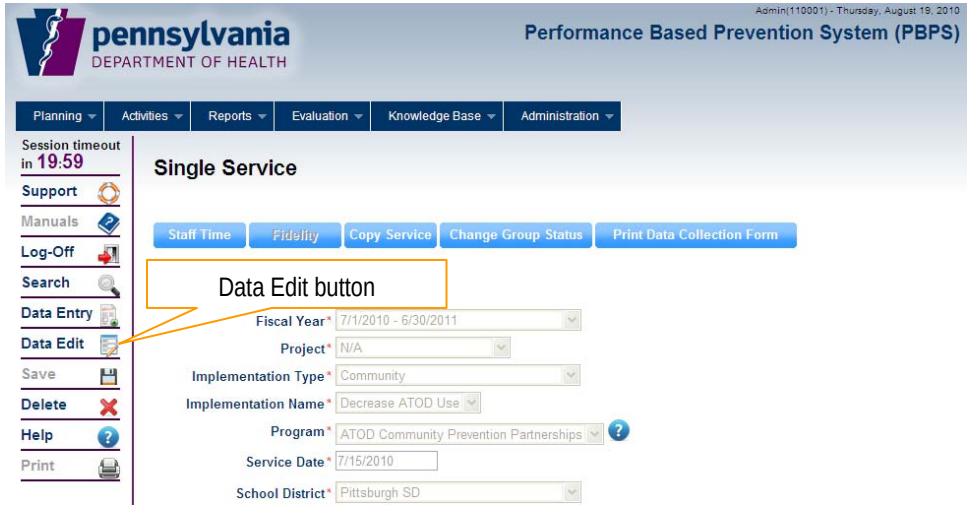
Editing a Single Service

1. Click Activities from the main menu.
2. Click Single Service from the Activities submenu or Landing Page.
3. Click Search (Search) from the left toolbar to locate the entry you wish to edit.
    a. Click the Select (Select) button to the right of the entry you wish to edit.
4. If you need to return to the Single Service Edit Page, click the Back (Back) button.



Sample Screenshot displaying the Single Service Search Page.

5. Click Data Edit (Data Edit) from the left toolbar.
6. Make any changes needed to the details.
7. Click Save (Save) from the left toolbar.
*Note: Click Cancel (Cancel) from the left toolbar if you wish to cancel the changes.



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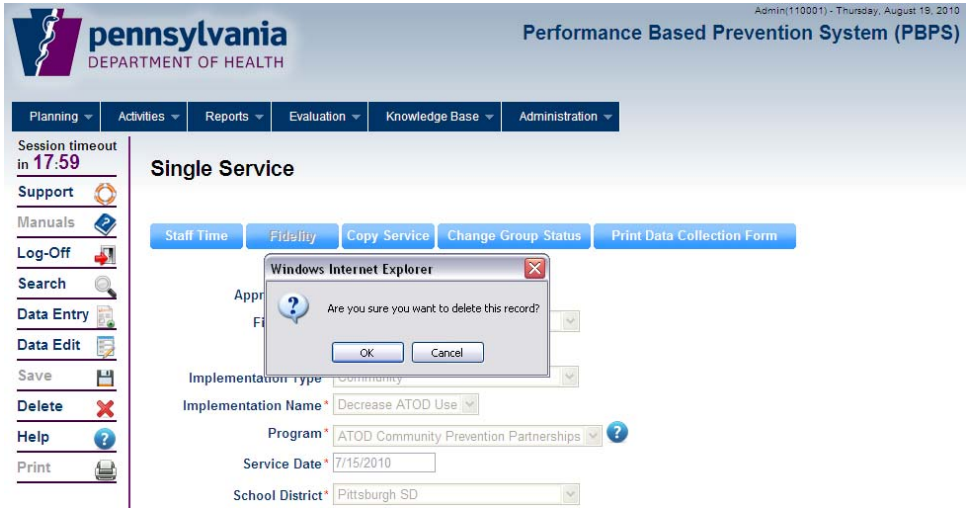
Sample Screenshot displaying the Single Service Page.

Tips

- If a service is rejected by the SCA, you must perform the steps for editing a service to re-submit the service for review.

Deleting a Single Service

1. Click **Activities** from the main menu.
2. Click **Single Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to delete.
    a. Click the Select (**Select**) button to the right of the entry you wish to delete.
    b. Click the Back (**Back**) button to return to the Single Service Edit Page
4. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Single Service Page.

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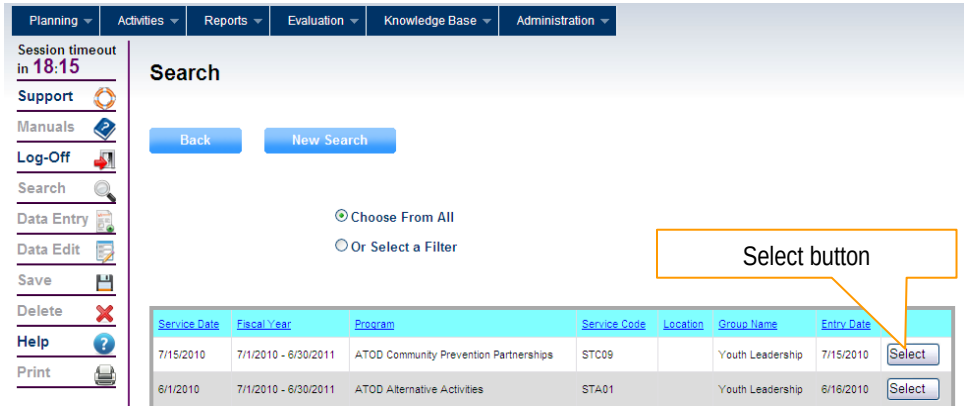
Editing Single Service Staff Time

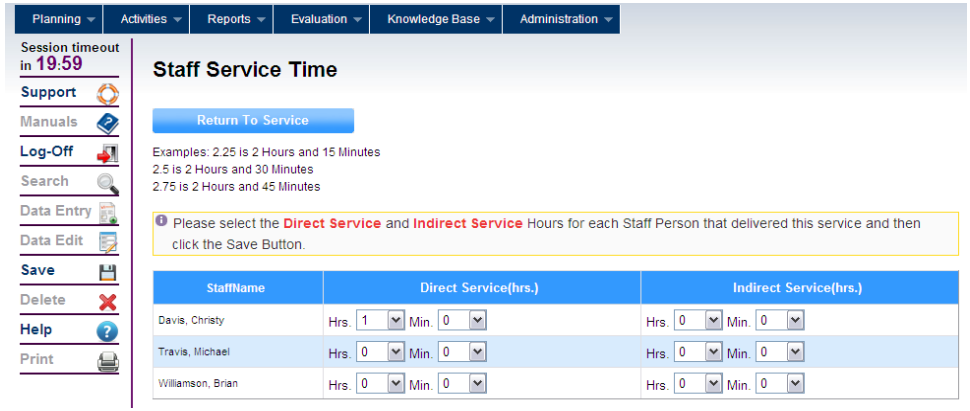
Staff Service Time refers to service time performed by a member of your organization. This person must be entered in the Master Staff page. For more information, please see the Master Staff section.

1. Click **Activities** from the main menu.
2. Click **Single Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Single Service Edit Page, click the Back (**Back**) button.



Sample Screenshot displaying the Single Service Page – This is a partial screenshot.

4. Click the Staff Time (**Staff Time**) button from the Single Service edit page.
5. Enter the **Direct Service** and **Indirect Service** hours as applicable for staff members associated with the selected service.
   a. *Direct Service* - time spent face-to-face at the event.
   b. *Indirect Service*- time spent planning, traveling and/or performing follow-up duties for the event-any support time associated with the event.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.
7. Click the Return To Service (**Return to Service**) button.



Sample Screenshot displaying the Single Service Staff Time Page.

Tips

- All staff members that were associated with the service should be given staff service time. You will not add a different service for each staff member's staff service time.
- If a service is not attended, you cannot have direct service time.
- You are also taken to the Staff Service Time page immediately after clicking Save (**Save**) when entering a service.
- To view whether the staff member currently has staff hours associated with the service date, click the Show Staff Time (**Show Staff Time**) button.

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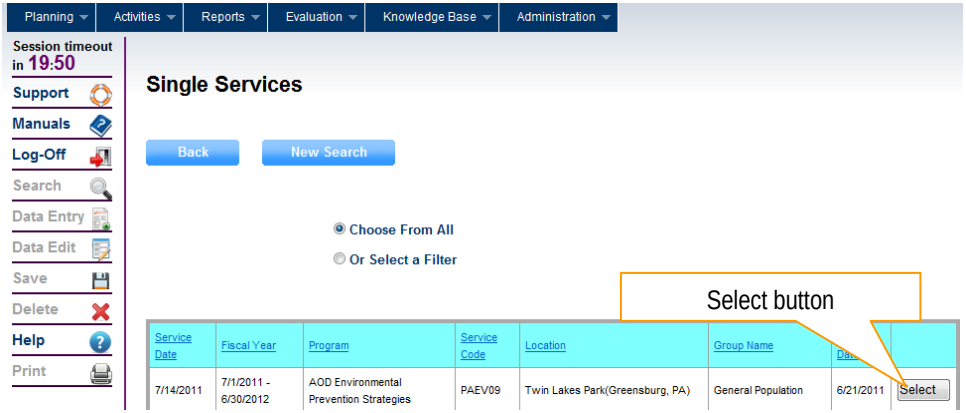
Editing Single Service Non Agency Service Staff Time

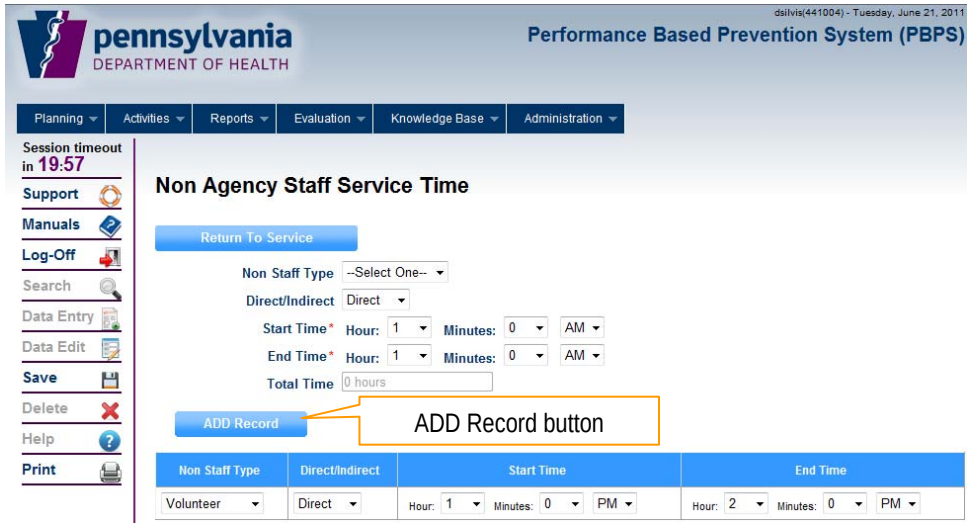
Non-Staff Time refers to service time performed by a person outside your organization, such as a volunteer.

1. Click **Activities** from the main menu.
2. Click **Single Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
    a. Click the Select (**Select**) button to the right of the entry you wish to edit.
    b. If you need to return to the Single Service Edit Page, click the Back (**Back**) button.



Sample Screenshot displaying the Single Service Page – This is a partial screenshot.

4. Click the Non Staff Time (**Non Staff Time**) button from the Single Service edit page.
5. Select a non agency staff type from the **Non Staff Type** dropdown list.
6. Select *Direct* or *Indirect* from the **Direct/Indirect** dropdown list.
    a. *Direct* - time spent face-to-face at the event.
    b. *Indirect* - time spent planning, traveling and/or performing follow-up duties for the event-any support time associated with the event
7. Enter the **Hour:**, **Minutes:**, and select *AM* or *PM* from the **Start Time*** and **End Time*** fields and dropdown lists.
8. The **Total Time** box will populate based on what was entered for the Start Time and End Time.
   *Note: If the Start Time comes after the End time, the Total Time will say N/A and you will not be able to save.
9. Click the ADD Record (**ADD Record**) button. The staff time will be added to the grid at the bottom of the page.
   *Note: The staff time details can be edited on the grid after being added.
10. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.
11. Click the Return To Service (**Return to Service**) button.



Sample Screenshot displaying the Single Service Staff Time Page.

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Tips

- Non agency staff service time is only available if the service was delivered by non agency staff.

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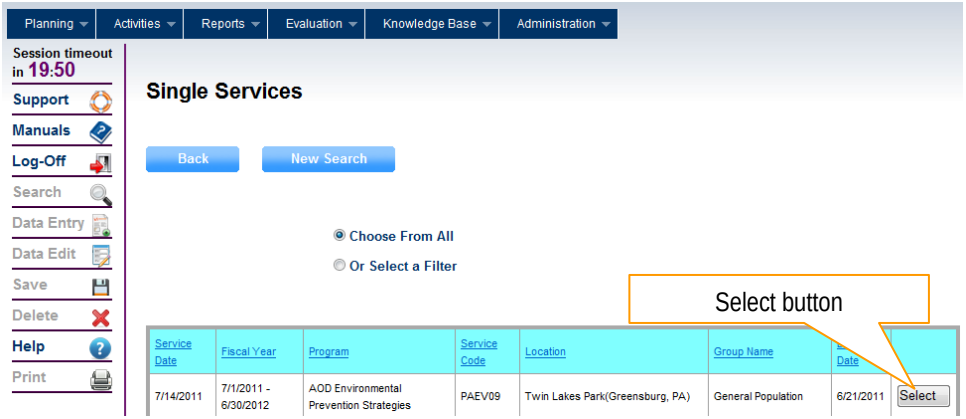
Copy Service

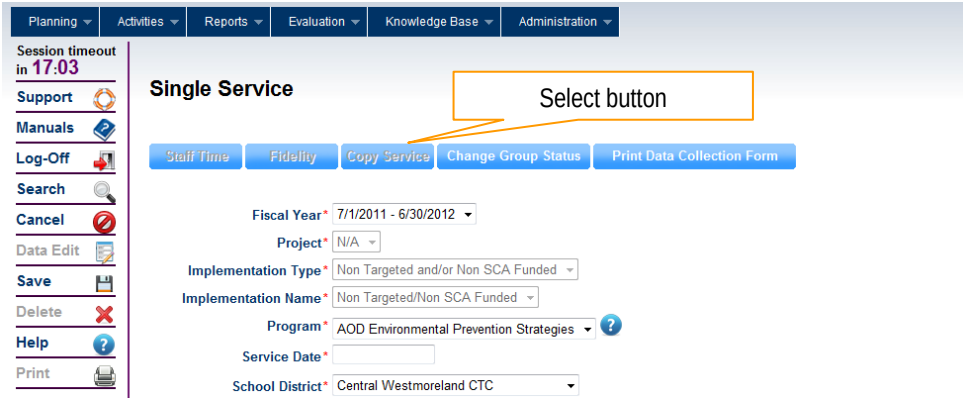
Single services can be copied to make data entry easier and more efficient. Perform the following steps to copy a service.

1. Click **Activities** from the main menu.
2. Click **Single Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the service you wish to copy.
    a. Click the Select (**Select**) button to the right of the service you wish to copy.
    b. If you need to return to the Single Service Edit Page, click the Back (**Back**) button.



Sample Screenshot displaying the Single Service Page – This is a partial screenshot.

4. Click the Copy Service (**Copy Service**) button.
5. The service will be displayed in edit form.
    a. The **Service Date*** and **Session Length*** are not copied and will need to be filled in.
    b. Make any other desired changes to the services details.
6. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample screenshot displaying the Single Service Edit Form – This is a partial screenshot.

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Establish Recurring Groups

The Establish Recurring Groups module is used to enter recurring groups and their participants to keep track of attendance in the Recurring Services module.

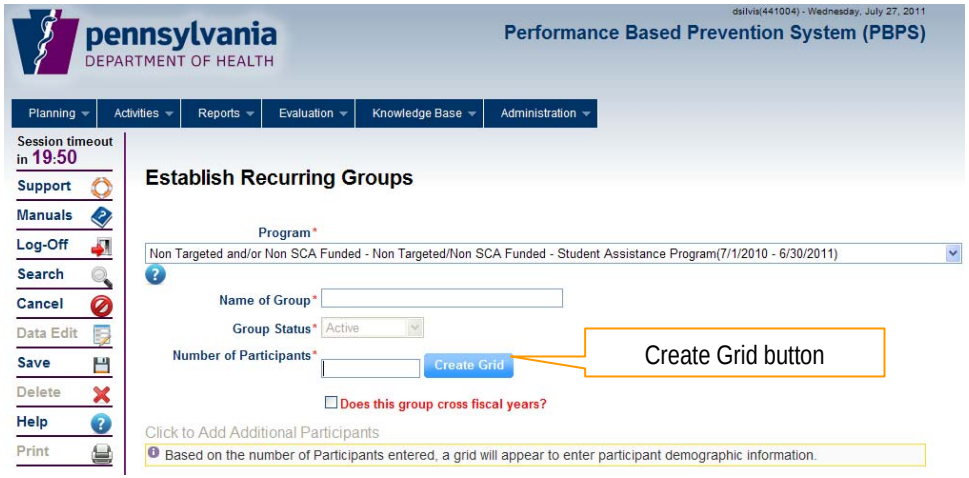
Adding a New Recurring Group

1. Click **Activities** from the main menu.
2. Click **Establish Recurring Groups** from the Activities submenu or Landing Page.
3. Select a program from the **Program*** dropdown list.
4. Enter a name for the group in the **Name of Group*** field.
5. The **Group Status*** field if set to Active by default.
6. Specify the number of participants in the **Number of Participants*** field.
7. Click the Create Grid (**Create Grid**) button.

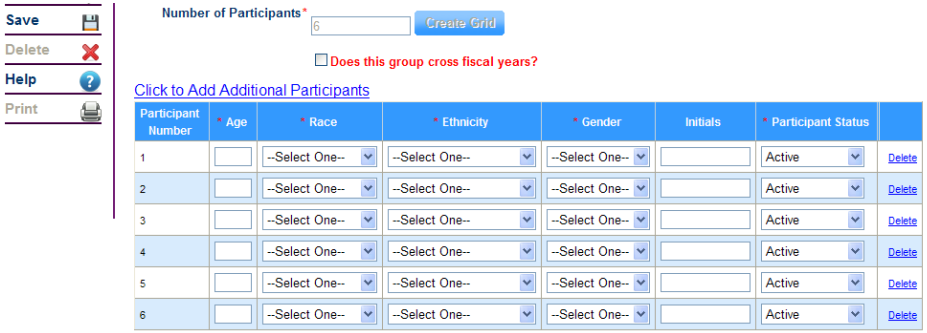
    a. A grid will display with rows equal to the number of specified participants.
    b. Enter an age for each participant in the **Age*** field.
    c. Select a race for each participant from the **Race*** dropdown list.
    d. Select an ethnicity for each participant from the **Ethnicity*** dropdown list.
    e. Select a gender for each participant from the **Gender*** dropdown list.
    f. If desired, enter the participant's initials in the **Initials** field.

    *Note: You can enter the participant's initials or student identification number in this field. Entering this type of information can make it easier to identify the participant when entering attendance during a recurring service.

    g. Select a status for each participant from the **Status** dropdown list.
        i. *Active*: a participant that is participating. (can be viewed on other screens)
        ii. *Inactive*: a participant that is no longer participating. (will not appear on other screens)



Sample Screenshot displaying the Establish Recurring Groups Page.



Sample Screenshot displaying the Establish Recurring Groups Page – This is a partial screenshot.

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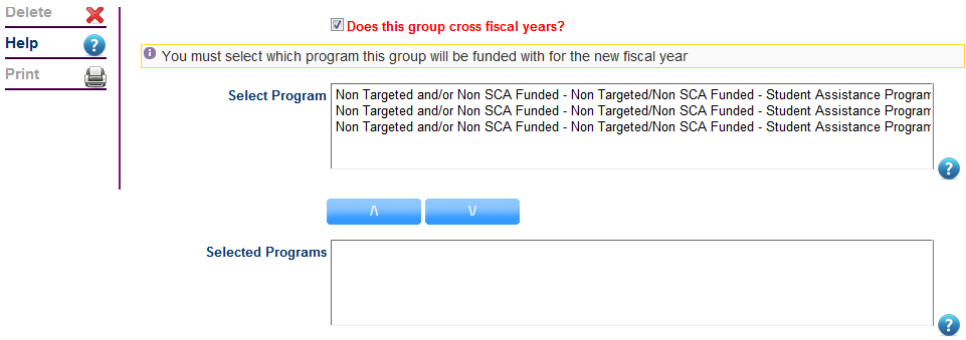
8. If services for a group will continue into the next fiscal year, check the **Does this group cross fiscal years?** checkbox.
    a. Select the program(s) the group will be involved in from the **Select Program** selection box.
    b. Use the V (**down arrow**) button to add the program(s) to the **Selected Programs** selection box.

    *Note: To remove a selected program, select the program from the **Selected Programs** selection box and click the ^ (**up arrow**) button.
9. Click Save (**Save**) from the left toolbar.

*Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.


Delete
Help
Print
Does this group cross fiscal years?
You must select which program this group will be funded with for the new fiscal year
Select Program
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - Student Assistance Program
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - Student Assistance Program
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - Student Assistance Program
^
V
Selected Programs

Sample Screenshot displaying the Establish Recurring Groups Page – This is a partial screenshot.

Tips

- Clicking the **Click to Add Additional Participants** link will allow you to add more participants to the table than originally entered.
    - After clicking the link, enter the number you wish to add in to the **Number of Additional Participants** field.
    - Click the Add Additiona (**Add Additional**) button to commit your changes.
- If you entered too many participants you can click the **Delete** link located at the end of each row in the participants column to remove and participant from the listing table.
- The **Select Program** selection box will only contain programs entered for the current fiscal year based on what is selected in the **Program*** dropdown list.
- To select more than (1) one program, hold the CTRL key while selecting the desired programs.

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Editing a Recurring Group

1. Click **Activities** from the main menu.
2. Click **Establish Recurring Group** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Establish Recurring Group Edit Page, click the Back (**Back**) button.

Sample Screenshot displaying the Establish Recurring Groups Search Page.

4. Click Data Edit (**Data Edit**) from the left toolbar.
5. Make any changes needed to the details.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.

Sample Screenshot displaying the Establish Recurring Groups Page – This is a partial screenshot.

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Deleting a Recurring Group

1. Click **Activities** from the main menu.
2. Click **Establish Recurring Group** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to delete.
    a. Click the Select (**Select**) button to the right of the entry you wish to delete.
    b. Click the Back (**Back**) button to return to the Establish Recurring Group Edit Page
4. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.

Sample Screenshot displaying the Establish Recurring Groups Page.

Tips

- A recurring group cannot be deleted if any services have been entered for it. They can only be set to *Inactive* or completed in the Participant Attendance section.

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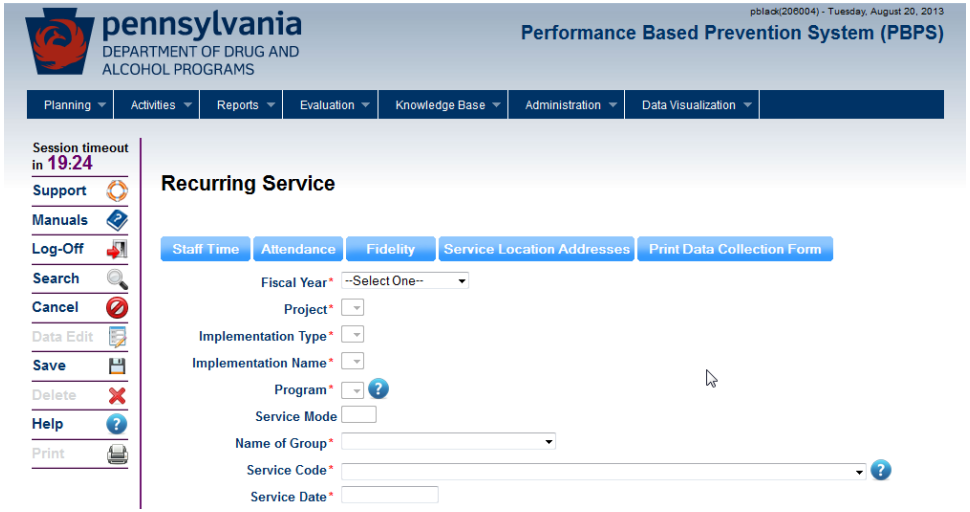
Recurring Service

The Recurring Services module allows you to add specific details about the types of services your Providers are conducting with their Programs and Strategies.

Adding a New Recurring Service

1. Click **Activities** from the main menu.
2. Click **Recurring Service** from the Activities submenu or Landing Page.
3. Select the fiscal year from the **Fiscal Year*** dropdown list.
4. Select a project from **Project*** dropdown list.
5. Select an implementation type from the **Implementation Type*** dropdown list.
   Note: Implementation Type may be pre-populated based on your Project* selection.
6. Select an implementation name from the **Implementation Name*** dropdown list.
   Note: Implementation Name may be pre-populated based on your Implementation Type* selection.
7. Select a program from the **Program*** dropdown list.
   Note: Program may be pre-populated based on your Implementation Type* or Implementation Name* selections.
8. Select the group to be associated with this activity from the **Name of Group*** dropdown list.
   *Note: Groups are created in the Establish Recurring Groups section
9. Select the service code from the **Service Code*** dropdown list.
   *Note: If the selected group has been used before the service code will be pre-populated when the group has been selected.
10. Enter a date for the service in the **Service Date*** field in the format mm/dd/yyyy.



Sample Screenshot displaying the Recurring Service Page.

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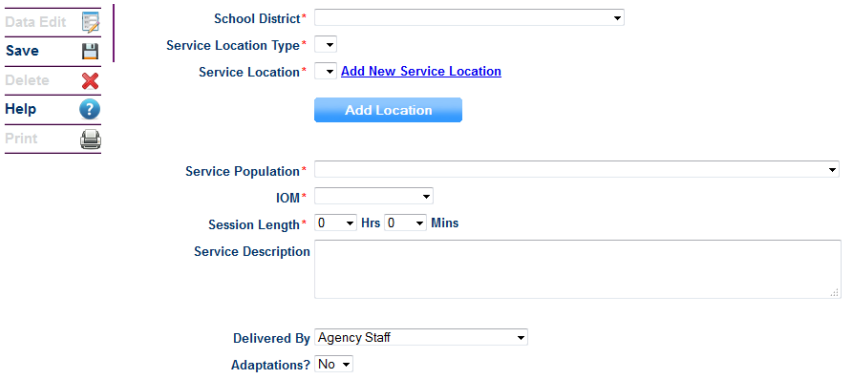
11. Select a school district from the **School District*** dropdown list.
12. Select a service location type from the **Service Location Type*** dropdown list.
13. Select a service location from the **Service Location*** dropdown list.
    *Note: If no service locations are available see the Adding a Service Location Address section.
14. Click the Add Location (**Add Location**) button.
    *Note: A grid will appear below the Service Location dropdown list. You may select as many locations as needed associated with the service.
15. Select the service population from the **Service Population*** dropdown list.
16. Select an IOM category from the **IOM*** dropdown list.
17. Select the Hours (**Hrs**) and Minutes (**Mins**) of the **Session Length*** using the associated dropdown lists.
    *Note: You are able to choose from any amount of minutes in an hour.
18. Enter a brief description of the service in the **Service Description** field.
19. Select the type of staff who delivered the service from the **Delivered By** dropdown list.
20. If the program selected is an evidence-based program, the **Adaptations?** dropdown list will appear asking you whether any adaptations were made to the service curriculum. Select *Yes* or *No* from the dropdown list.
21. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Recurring Service Page.

Tips

- A service can be entered immediately after it is performed.
- Clicking the (**Help**) button next to an entry field will display a pop-up window with more information regarding that particular field.
- Clicking the **Add Service Location** link on the recurring service entry page will produce a pop-up window similar to the actual service location page so that the data you have entered in to the recurring service page thus far does not get lost. You can follow the same instruction from the Adding a Service Location Address section for this pop-up page, or by clicking the Service Location Addresses (**Service Location Addresses**) button on the recurring service entry page.
- Providers will have the ability, for select service codes, to enter one service with multiple locations/addresses. Example: If you disseminate FASD material to 20 locations on the same day, you will be able to enter 1 service with 20 addresses instead of 20 separate services. The service codes that allow for the entry of multiple addresses are: STN10, STN11, STN13, STN16, GIN04, GIN07, GEN08, PAEV03, PAEV06, and PAEV16.
- The Print Data Collection Form (**Print Data Collection Forms**) button provides a printable form that can be used to collect data during services for input into the system at a later time.
- If a group crosses fiscal years, the service must be entered in the fiscal year the group was created.

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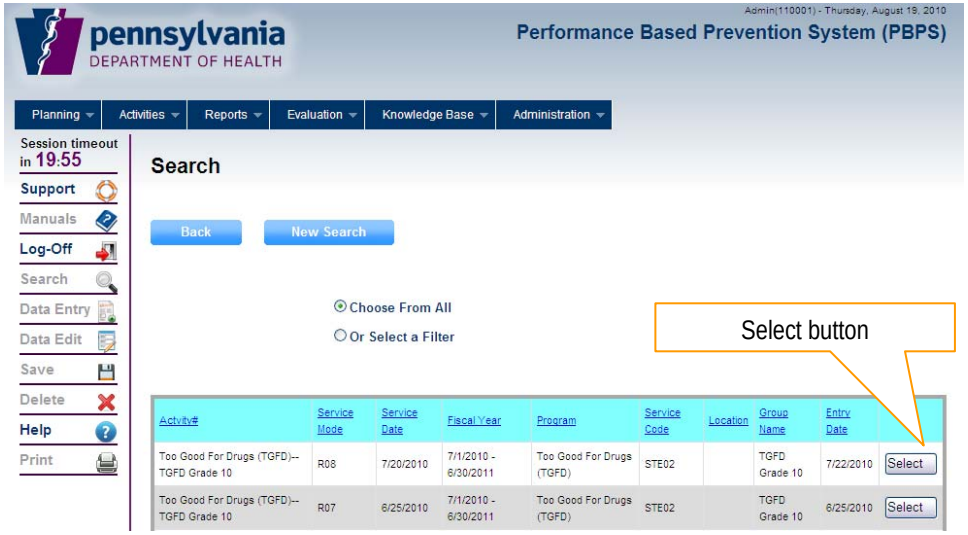
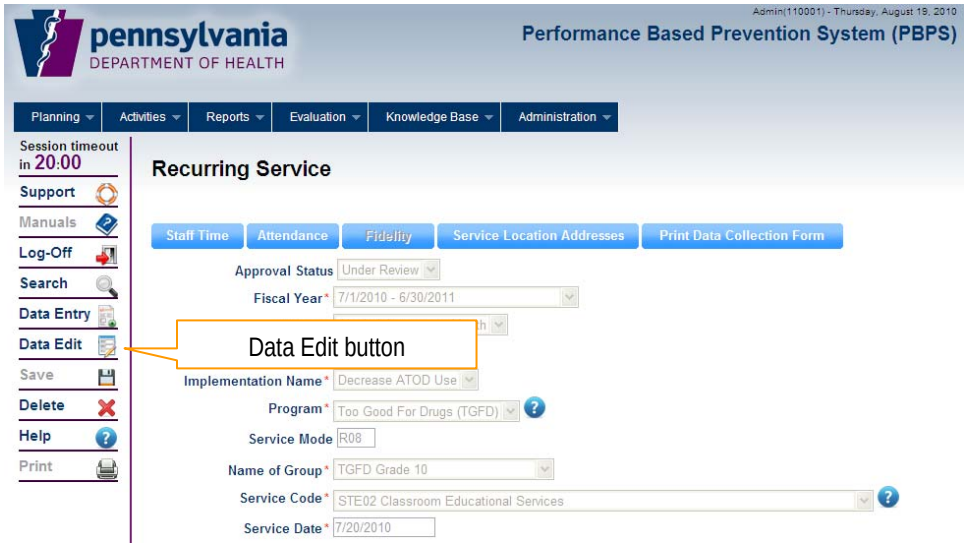
Editing a Recurring Service

1. Click **Activities** from the main menu.
2. Click **Recurring Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Recurring Service Edit Page, click the Back (**Back**) button.



Sample Screenshot displaying the Recurring Service Search Page.

4. Click Data Edit (**Data Edit**) from the left toolbar.
5. Make any changes needed to the details.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Recurring Service Page.

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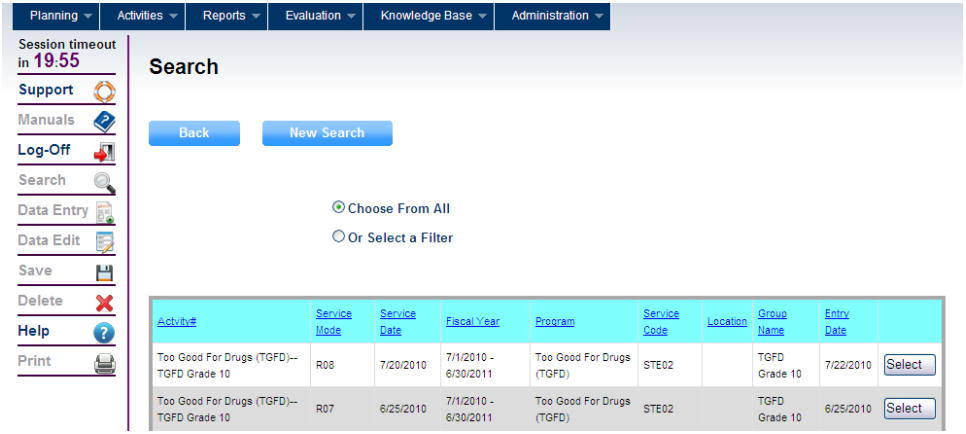
Tips

- If a service is rejected by the SCA, you must perform the steps for editing a service to re-submit the service for review.

Deleting a Recurring Service

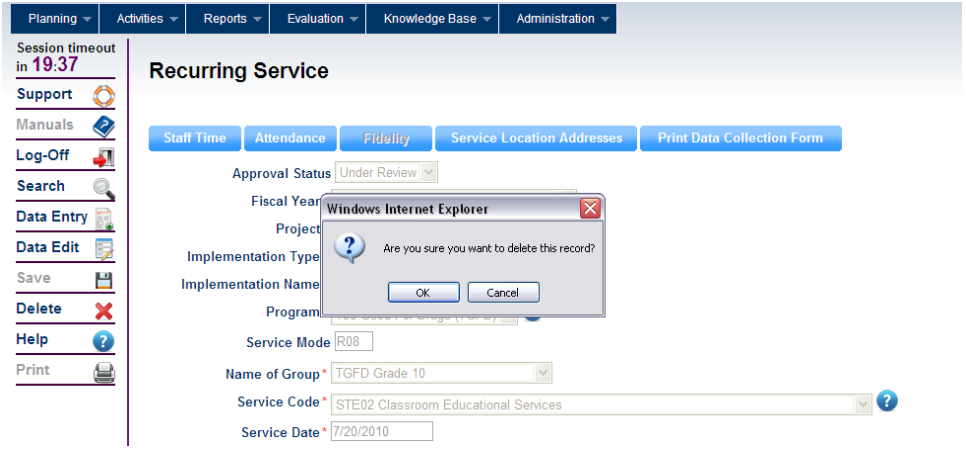
1. Click **Activities** from the main menu.
2. Click **Recurring Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to delete.
    a. Click the Select (**Select**) button to the right of the entry you wish to delete.

Click the Back (**Back**) button to return to the Recurring Service Edit Page



Sample Screenshot displaying the Recurring Service Search Page

4. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Recurring Service Page.

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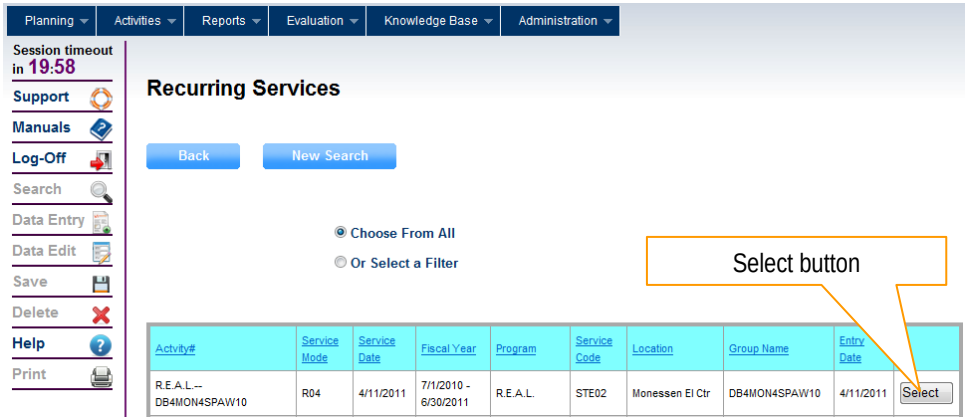
Editing Recurring Service Staff Time

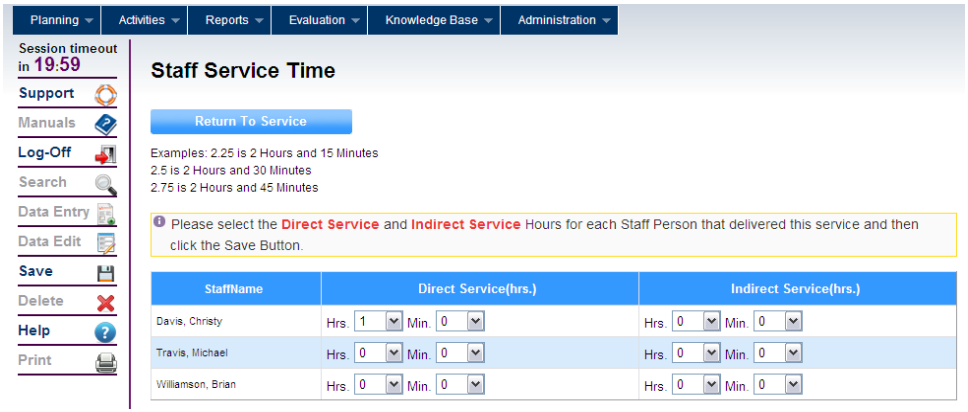
Staff Service Time refers to service time performed by a member of your organization. This person must be entered in the Master Staff page. For more information, please see the Master Staff section.

1. Click **Activities** from the main menu.
2. Click **Recurring Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
    a. Click the Select (**Select**) button to the right of the entry you wish to edit.
    b. If you need to return to the Recurring Service Edit Page, click the Back (**Back**) button.



Sample Screenshot displaying the Recurring Service Search Page.

4. Click the Staff Time (**Staff Time**) button from the Recurring Service edit page.
5. Select a staff member from the **Staff Name** dropdown list.
6. Enter the **Direct Service** and **Indirect Service** hours as applicable for staff members associated with the selected service.
    a. *Direct* - time spent face-to-face at the event.
    b. *Indirect* - time spent planning, traveling and/or performing follow-up duties for the event-any support time associated with the event
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.
8. Click the Return To Service (**Return to Service**) button.



Sample Screenshot displaying the Recurring Service Staff Time Page.

Tips

- All staff member's that were associated with the service should be given staff service time. You will not add a different service for each staff member's staff service time.
- You are also taken to the Staff Service Time page immediately after clicking Save (**Save**) when entering a service.
- To view whether the staff member currently has staff hours associated with the service date, click the Show Staff Time (**Show Staff Time**) button.

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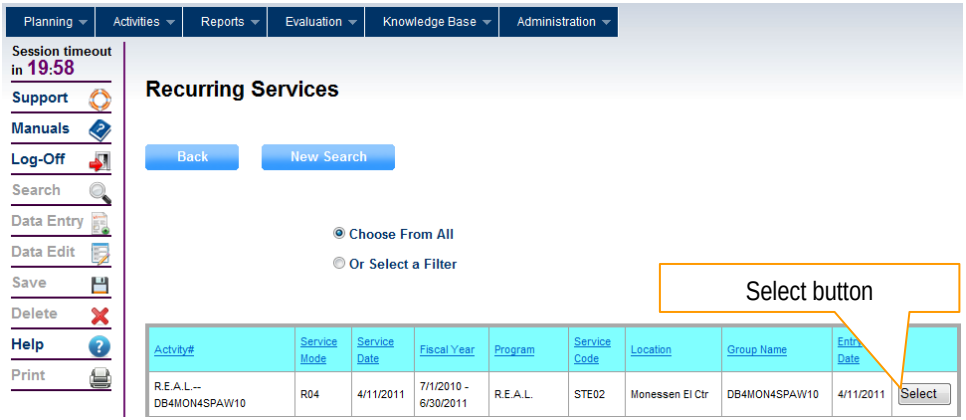
Editing Recurring Service Non Agency Service Staff Time

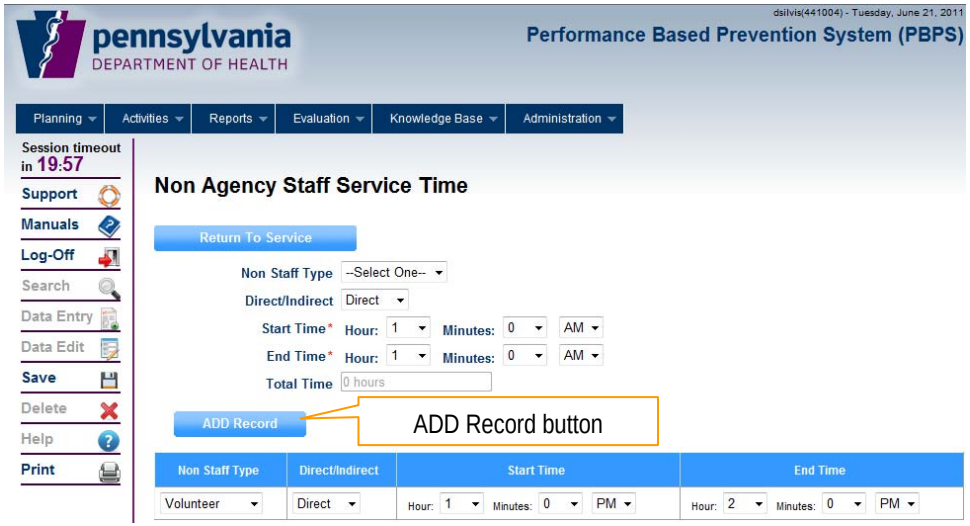
Non-Staff Time refers to service time performed by a person outside your organization, such as a volunteer.

1. Click **Activities** from the main menu.
2. Click **Recurring Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
    a. Click the Select (**Select**) button to the right of the entry you wish to edit.
    b. If you need to return to the Recurring Service Edit Page, click the Back (**Back**) button.



Sample Screenshot displaying the Recurring Service Search Page.

4. Click the Non Staff Time (**Non Staff Time**) button from the Recurring Service edit page.
5. Select a non staff type from the **Non Staff Type** dropdown list.
6. Select *Direct* or *Indirect* from the **Direct/Indirect** dropdown list.
    a. *Direct* - time spent face-to-face at the event.
    b. *Indirect* - time spent planning, traveling and/or performing follow-up duties for the event-any support time associated with the event
7. Enter the **Hour:**, **Minutes:**, and select *AM* or *PM* from the **Start Time*** and **End Time*** fields and dropdown lists.
8. The **Total Time** box will populate based on what was entered for the Start Time and End Time.
   *Note: If the Start Time comes after the End time, the Total Time will say N/A and you will not be able to save.
9. Click the ADD Record (**ADD Record**) button. The staff time will be added to the grid at the bottom of the page.
   *Note: The staff time details can be edited on the grid after being added.
10. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.
11. Click the Return To Service (**Return to Service**) button.



Sample Screenshot displaying the Single Service Staff Time Page.

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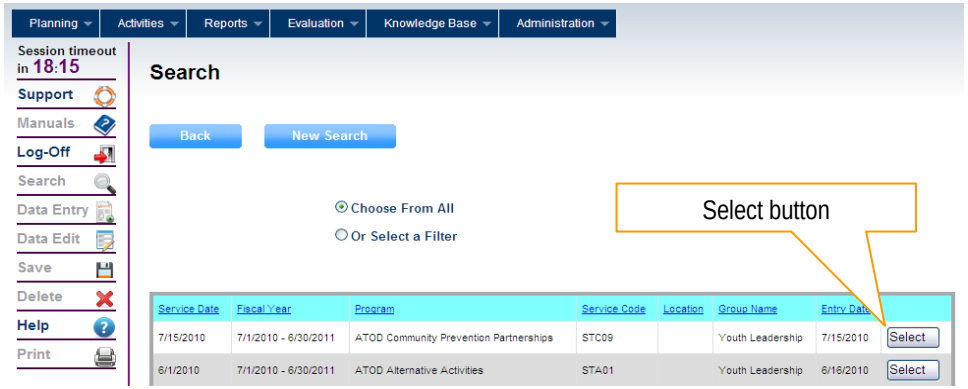
Tips

- Non agency staff service time is only available if the service was delivered by non agency staff.

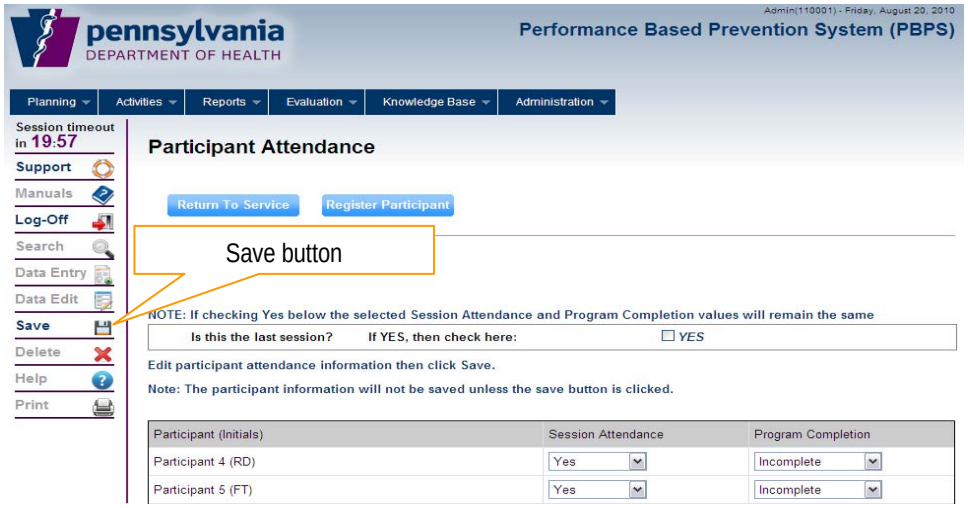
Editing Recurring Service Attendance

1. Click **Activities** from the main menu.
2. Click **Recurring Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Recurring Service Edit Page, click the Back (**Back**) button.



Sample Screenshot displaying the Recurring Service Search Page.

4. Click the Attendance (**Attendance**) button.
5. Complete the attendance information for the selected recurring service.
6. If this is the last service for the group, check the *Yes* checkbox next to **Is this the last session?** to complete the group.
   a. Enter the completion date in the **Completion Date** field.
   b. Select the status of the group from the **Group Status** dropdown list.
7. Select *Yes* or *No* from the **Session Attendance** dropdown list for each participant to indicate whether they participated in the service.
8. Select *Complete*, *Incomplete*, or *Withdraw* from the **Program Completion** dropdown list for each participant to indicate whether or not the completed the program, or withdrew from the program.
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Recurring Service Attendance Page.

Tips

- To add more participants click the Register Participant (**Register participant**) link to be taken to the Establish Recurring Group page.

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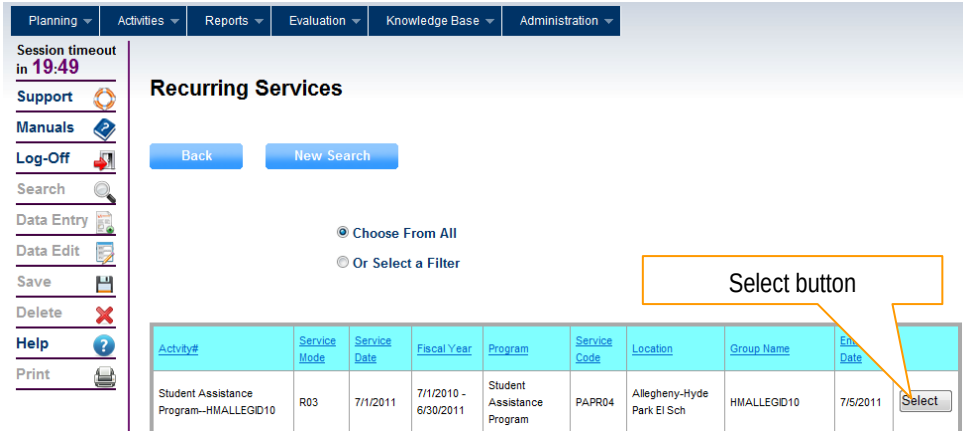
Program Fidelity and Adaptation

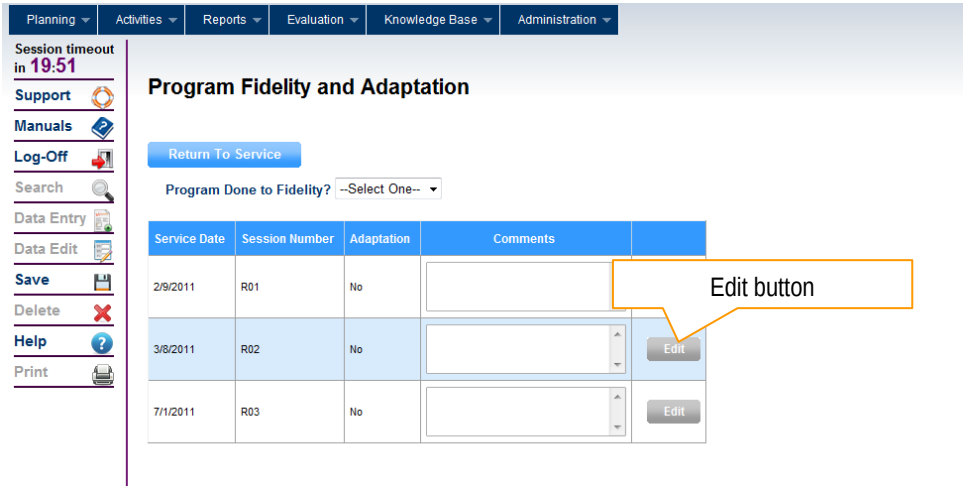
The Fidelity page allows you to determine whether your services were done to fidelity and add any adaptation notes to the individual service dates.

1. Click **Activities** from the main menu.
2. Click **Recurring Service** from the Activities submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
    a. Click the Select (**Select**) button to the right of the entry you wish to edit.
    b. If you need to return to the Recurring Service Edit Page, click the Back (**Back**) button.



Sample screenshot displaying the Recurring Services Search Page – This is a partial screenshot.

4. Click the Fidelity (**Fidelity**) button.
5. Select *Yes* or *No* from the **Program Done to Fidelity?** Dropdown list.
    a. If *No* is selected, select the adaptation type from the **Program Group Adaptation** dropdown list.
6. Click the (**Edit**) button to the right of the service where an adaptation was made.
    a. Select *Yes* or *No* from the **Adaptation** dropdown list.
        i. If *Yes* is selected, enter your response in the **Why are you making this change?** field.
    b. Enter any notes in the **Comments** field.
    c. Click the Update (**Update**) button.
    *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.
7. Click Save (**Save**) from the left toolbar.
*Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.
8. Click the Return To Service (**Return to Service**) button.



Sample screenshot displaying the Program Fidelity and Adaptation Edit Form.

Tips

- Fidelity can only be completed after a group is completed.

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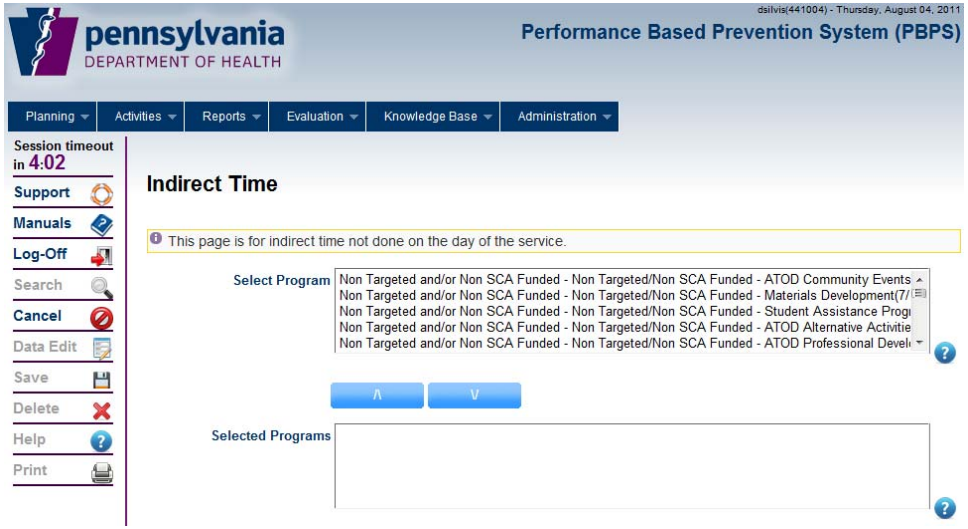
- Fidelity must be completed before the last service is approved.
- The Fidelity Evaluation Form is not required in addition to entering fidelity information.

Indirect Staff Time

The Indirect Staff Time module allows you to add additional indirect staff time for any service that happened on a different day than the service.

Adding Indirect Staff Time

1. Click **Activities** from the main menu.
2. Click **Indirect Staff Time** from the Activities submenu or Landing Page.
3. Click the names of the program(s) you wish to add indirect time for in the **Select Program** selection box.
   *Note: To select more than (1) one program, hold the CTRL key while clicking program names.
4. Click the V (V) button to move the programs down to the **Selected Programs** selection box.
   *Note: To unselect a program, click the program name from the **Selected Programs** selection box and click the Λ (Λ) button.


dsilvis(441004) - Thursday, August 04, 2011
pennsylvania
DEPARTMENT OF HEALTH
Performance Based Prevention System (PBPS)
Planning
Activities
Reports
Evaluation
Knowledge Base
Administration
Session timeout in 4:02
Support
Manuals
Log-Off
Search
Cancel
Data Edit
Save
Delete
Help
Print
Indirect Time
This page is for indirect time not done on the day of the service.
Select Program
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - ATOD Community Events
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - Materials Development(7/
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - Student Assistance Progr
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - ATOD Alternative Activitie
Non Targeted and/or Non SCA Funded - Non Targeted/Non SCA Funded - ATOD Professional Develo
Λ
V
Selected Programs

Sample screenshot displaying the Indirect Staff Time Page

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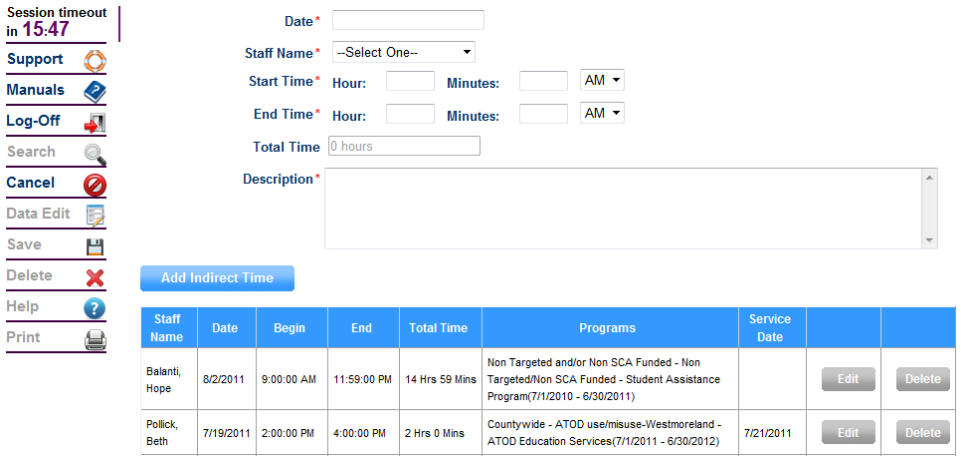
5. Enter the date the indirect time took place on in the **Date*** field.
6. Select a staff member from the **Staff Name** dropdown list.
7. Enter the **Hour:**, **Minutes:**, and select *AM* or *PM* from the **Start Time*** and **End Time*** fields and dropdown lists.
8. The **Total Time** box will populate based on what was entered for the Start Time and End Time.
   *Note: If the Start Time comes after the End time, the Total Time will say N/A and you will not be able to save.
9. Enter a description of the indirect time in the **Description*** field.
10. Click the Add Indirect Time (**Add Indirect Time**) button to save the indirect time.
11. A grid will appear displaying the indirect time.



Sample screenshot displaying the Indirect Staff Time Page

Tips

- The Indirect Staff Time page can also be accessed at the Single Service and Recurring Service Landing pages, or when editing a service. Click the Add Indirect Time (**Add Indirect Time**) button to add, edit, and delete indirect time.
- When adding indirect time directly from a service, the Program name will automatically be chosen for you and the service date column will populate to match the service.

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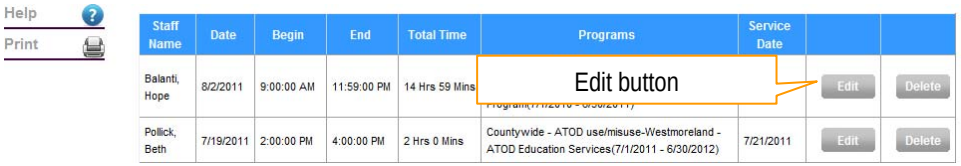
Editing Indirect Staff Time

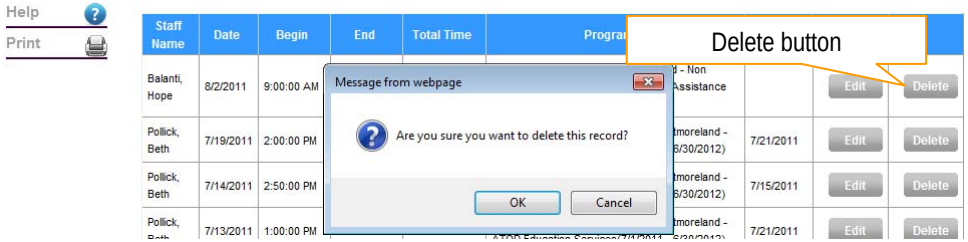
1. Click **Activities** from the main menu.
2. Click **Indirect Staff Time** from the Activities submenu or Landing Page.
3. Click the (**Edit**) button to the right of the record you wish to edit.
4. The details of the indirect time will appear above the grid. Make any necessary changes to the indirect time.
5. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample screenshot displaying the Indirect Staff Time Page – This is a partial screenshot

Deleting Indirect Staff Time

1. Click **Activities** from the main menu.
2. Click **Indirect Staff Time** from the Activities submenu or Landing Page.
3. Click the (**Delete**) button to the right of the record you wish to delete.
   a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
4. A message appears confirming that the entry has been deleted.



Sample screenshot displaying the Indirect Staff Time Page – This is a partial screenshot

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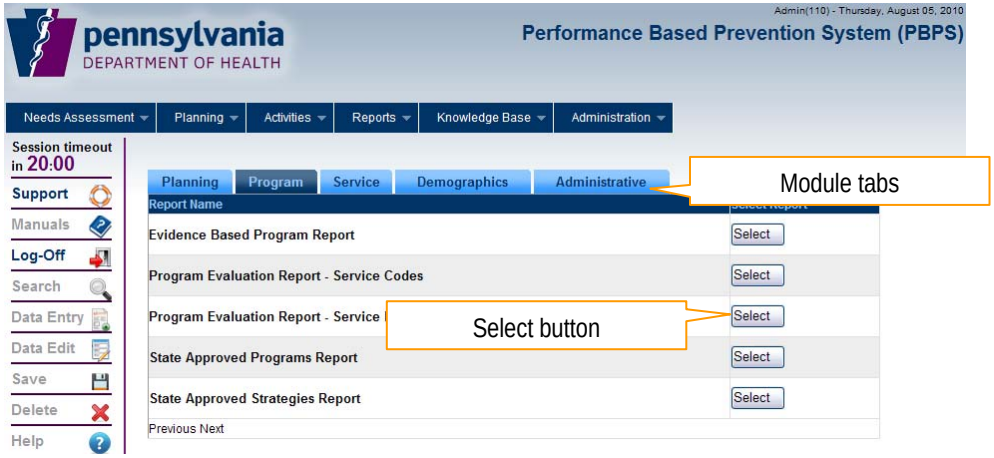
REPORTS

The Reports module allows you to open, view, save and print reports available within the PA PBPS.

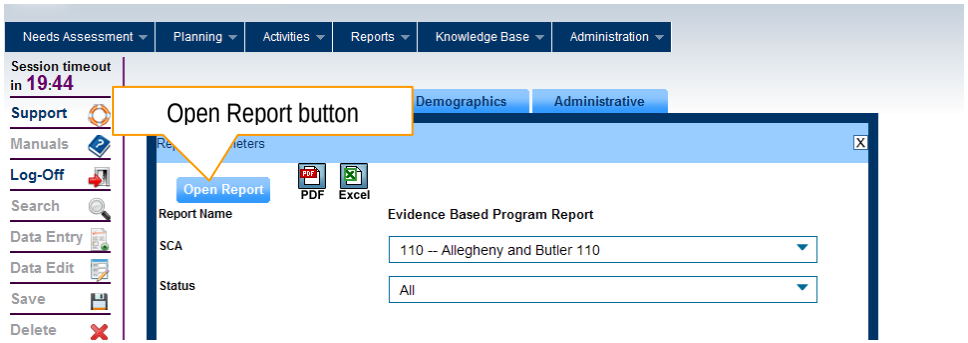
Opening a Report

1. Click **Reports** from the main menu.
2. Select the module for the reports you would like to open from the Reports submenu or select the appropriate module name from the available tabs.
3. Browse the list of reports.
4. Click the Select (**Select**) button to the right of the report you wish to open.



Sample Screenshot displaying the Reports Listing Page

5. You may have to select specific criteria before viewing some reports. Select the appropriate items from the available dropdown lists, if available.
6. Click the Open Report (**Open Report**) button.
7. A new window will open displaying the selected report in a view only mode.
    a. To close the report, click the (X) in the upper right hand corner.



Sample Screenshot displaying the Reports Parameters Page

Tips

- Each listing page displays up to ten (10) reports. To move between the various pages, use the Previous Next (**Previous** and **Next**) links located at the bottom of the reports list. If there are less than ten (10) reports on the page, the links will not be active.
- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the Open Report (**Open Report**) button, or disable the pop-up blocker for PA PBPS.

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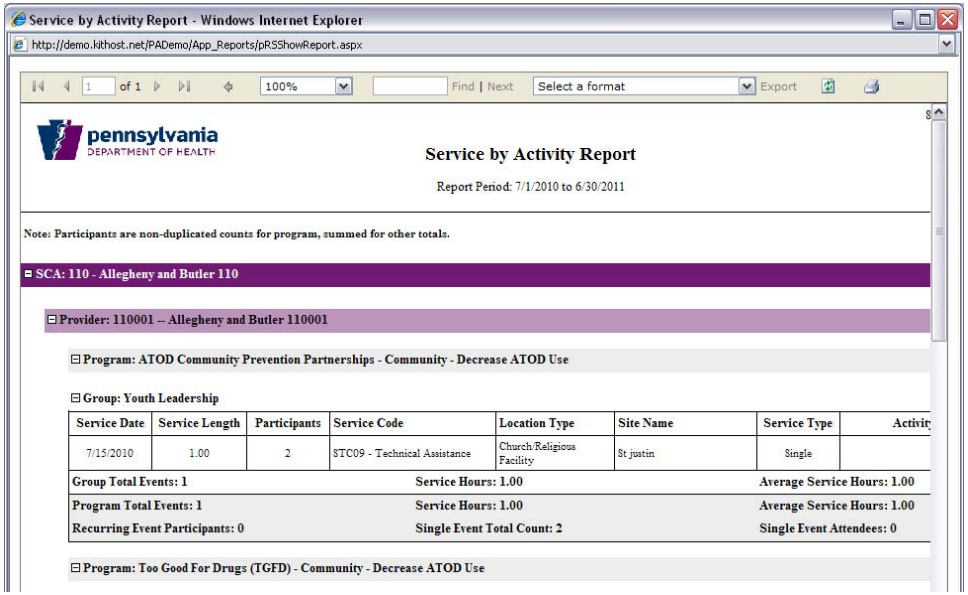
Viewing a Report

Once the Open Report (Open Report) button is selected, the report is opened in a view only mode. The following details will help you review the report in the view only mode.

1. 1 of 3 - use these arrows to navigate through the view only mode to the different pages of the report
2. 100% - use this dropdown list to enlarge or decrease the text size of the report
3. Select a format Export - use this dropdown list to export the report into another format for printing or saving
4. Find | Next - use this text box to locate a specific word within the report
5. ⊞ ⊟ - some reports can expand and collapse the details within the report. This can become helpful if the report shows a lot of data. To expand the details within the report, click the ⊟ (minus symbol). To collapse the details within the report, click the ⊞ (plus symbol).

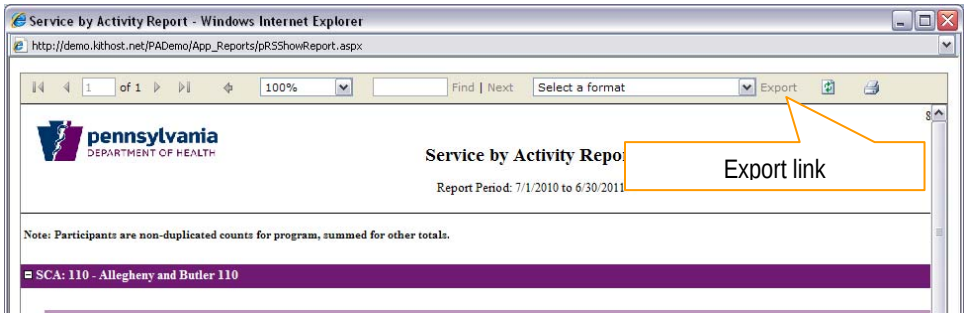

Service by Activity Report - Windows Internet Explorer
http://demo.kithost.net/PADemo/App_Reports/pRSShowReport.aspx
pennsylvania
DEPARTMENT OF HEALTH
Service by Activity Report
Report Period: 7/1/2010 to 6/30/2011
Note: Participants are non-duplicated counts for program, summed for other totals.
SCA: 110 - Allegheny and Butler 110
Provider: 110001 -- Allegheny and Butler 110001
Program: ATOD Community Prevention Partnerships - Community - Decrease ATOD Use
Group: Youth Leadership
Service Date | Service Length | Participants | Service Code | Location Type | Site Name | Service Type
7/15/2010 | 1.00 | 2 | STC09 - Technical Assistance | Church/Religious Facility | St justin | Single
Group Total Events: 1 | Service Hours: 1.00 | Average Service Hours: 1.00
Program Total Events: 1 | Service Hours: 1.00 | Average Service Hours: 1.00
Recurring Event Participants: 0 | Single Event Total Count: 2 | Single Event Attendees: 0
Program: Too Good For Drugs (TGFD) - Community - Decrease ATOD Use

Sample Screenshot displaying a View Only Mode of a Report

Printing and Saving a Report

To print or save a report, you will need to export the report into another format.

1. From the view only mode of the report, select the format you would like to export the report to from the Select a Format dropdown list.
2. Click the Export (Export) link.
3. A window may appear asking if you wish to open or save the file. To view the file immediately, click the Open (Open) button. Click the Save (Save) button if you want to save the report directly to your computer and open it later.
   *Note: If you wish to cancel the export, click the Cancel (Cancel) button.
4. A new window will open displaying the report in the format selected.
5. You will be able to print or save the report from the new window.
   a. To close the report, click the ☒ (X) in the upper right hand corner.


Service by Activity Report - Windows Internet Explorer
http://demo.kithost.net/PADemo/App_Reports/pRSShowReport.aspx
pennsylvania
DEPARTMENT OF HEALTH
Service by Activity Repo
Report Period: 7/1/2010 to 6/30/2011
Export link
Note: Participants are non-duplicated counts for program, summed for other totals.
SCA: 110 - Allegheny and Butler 110

Sample Screenshot displaying the Report Page

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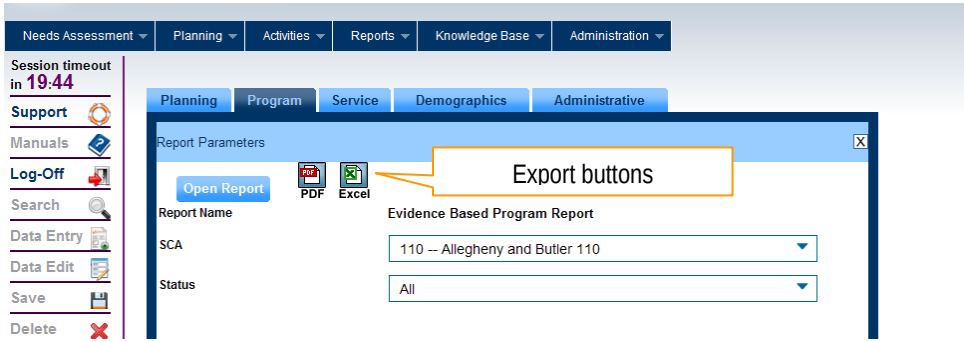
Tips

- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the Export (**Export**) link or disable pop-up blockers for the PA PBPS.

You do not have to open a report to the view only mode (using the Opening a Report instructions) in order to print or save it. If you wish to print or save the report immediately without using the view only mode, use the export buttons located on the Report Parameters page.



Sample Screenshot displaying the Reports Parameters Page

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EVALUATION

The Evaluation module allows you to enter individual tests and survey data.

Pre, Post or Follow-Up Test

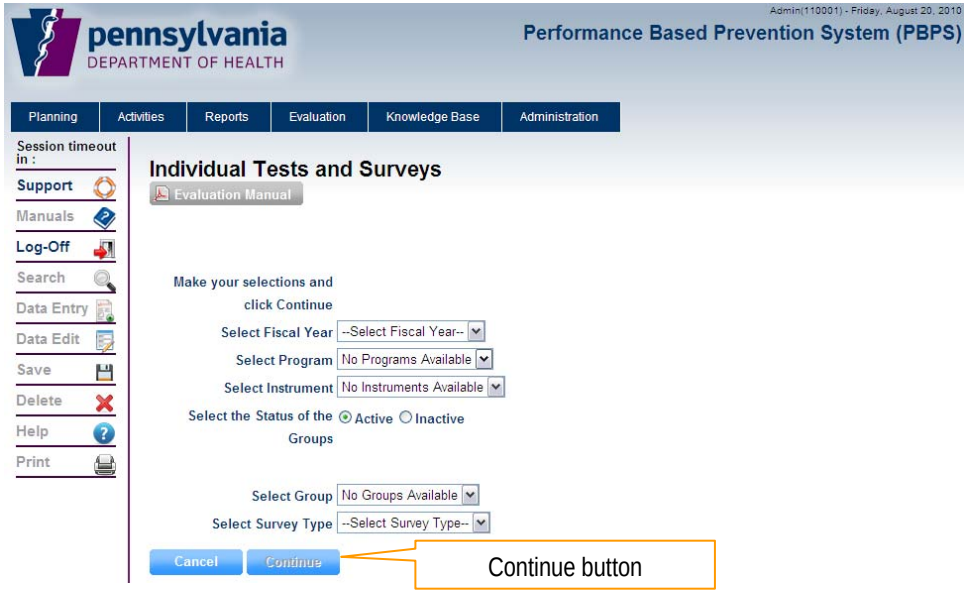
Enter individual Pre and Post test survey information.

Entering a Pre, Post or Follow-Up Test

1. Click **Evaluation** from the main menu.
2. Click **Individual Tests and Surveys** from the Evaluation submenu or Landing Page.
3. Select the **Enter Pre/Post/Follow-Up Tests** radio button.
4. Click the Continue (**Continue**) button.

Sample Screenshot displaying the Individual Tests and Surveys Landing Page

5. Select a fiscal year from the **Fiscal Year** dropdown list.
6. Select a program from the **Select Program** dropdown list.
7. Select an instrument from the **Select Instrument** dropdown list.
8. Select the status of the groups:
   a. *Active*: a group that is in use.
   b. *Inactive*: a group that is no longer in use.
9. Select an available group from the **Select Group** dropdown list.
10. Select a survey type from the **Select Survey Type** dropdown list.
11. Click the Continue (**Continue**) button.
    *Note: Click Cancel (**Cancel**) button to return to the Individual Tests and Surveys landing page.



Sample Screenshot displaying the Pre/Post/Follow-up Test Page

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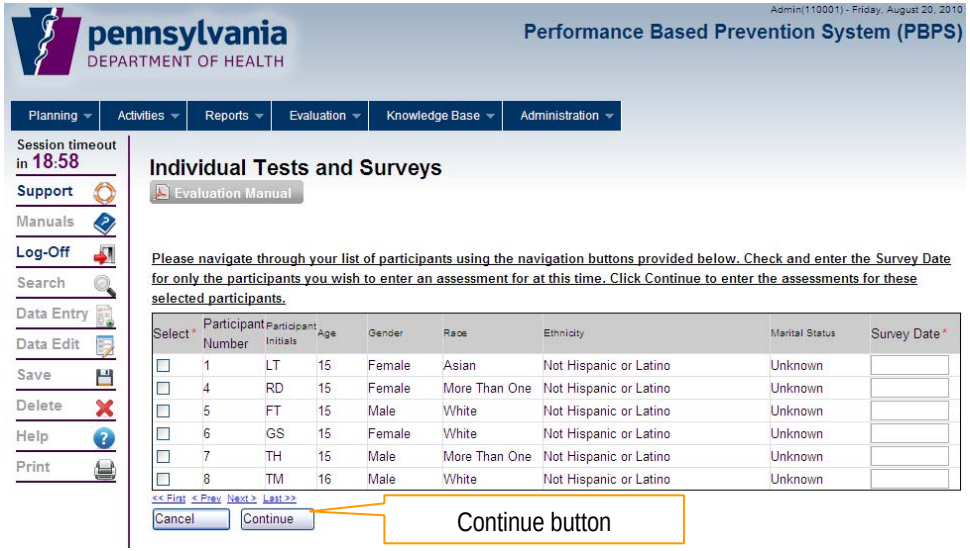
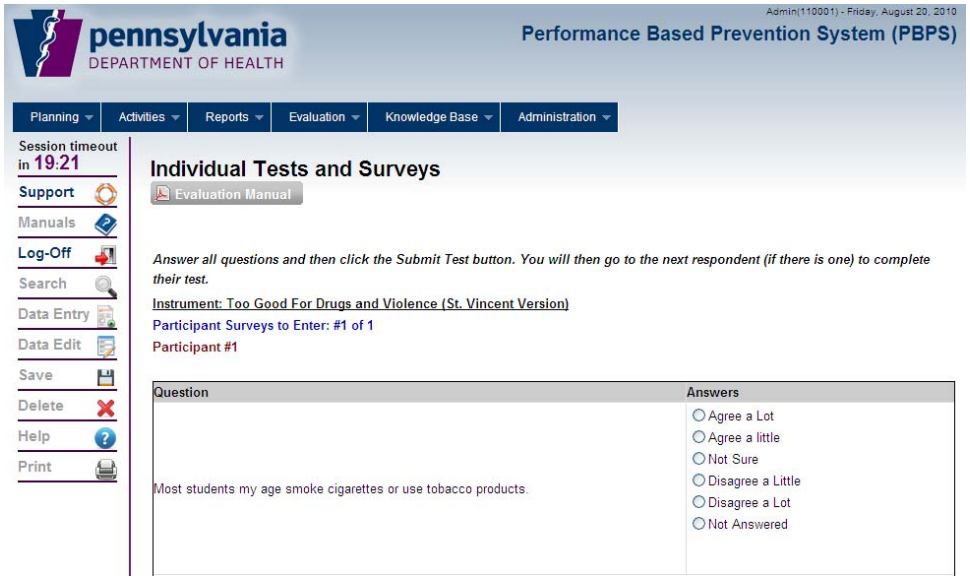
12. Select a participant by using the **Select*** checkboxes in the first column of the listing table.
13. Enter a survey date for the selected participants in the **Survey Date*** field in the last column of the listing table.
14. Click the Continue (**Continue**) button.
    *Note: Click Cancel (**Cancel**) button to return to the previous page.


Admin(110001) - Friday, August 20, 2010
pennsylvania
DEPARTMENT OF HEALTH
Performance Based Prevention System (PBPS)
Planning
Activities
Reports
Evaluation
Knowledge Base
Administration
Session timeout in 18:58
Support
Manuals
Log-Off
Search
Data Entry
Data Edit
Save
Delete
Help
Print
Individual Tests and Surveys
Evaluation Manual
Please navigate through your list of participants using the navigation buttons provided below. Check and enter the Survey Date for only the participants you wish to enter an assessment for at this time. Click Continue to enter the assessments for these selected participants.
Select * | Participant Number | Participant Initials | Age | Gender | Race | Ethnicity | Marital Status | Survey Date *
1 | LT | 15 | Female | Asian | Not Hispanic or Latino | Unknown
4 | RD | 15 | Female | More Than One | Not Hispanic or Latino | Unknown
5 | FT | 15 | Male | White | Not Hispanic or Latino | Unknown
6 | GS | 15 | Female | White | Not Hispanic or Latino | Unknown
7 | TH | 15 | Male | More Than One | Not Hispanic or Latino | Unknown
8 | TM | 16 | Male | White | Not Hispanic or Latino | Unknown
<< First < Prev Next > Last >>
Cancel
Continue
Continue button

Sample Screenshot displaying the Pre/Post/Follow-up Test Page

15. Complete the presented survey by answering the question in the left column of the table with making a selection of one of the available answers in the right column of the table.
    *Note: An answer for each question on the survey is required.
16. Click the Submit Test (**Submit Test**) button at the bottom of the page when complete.
    *Note: Click Cancel Test (**Cancel Test**) button to return to the previous page.



Sample Screenshot displaying the Pre/Post/Follow-up Test Page

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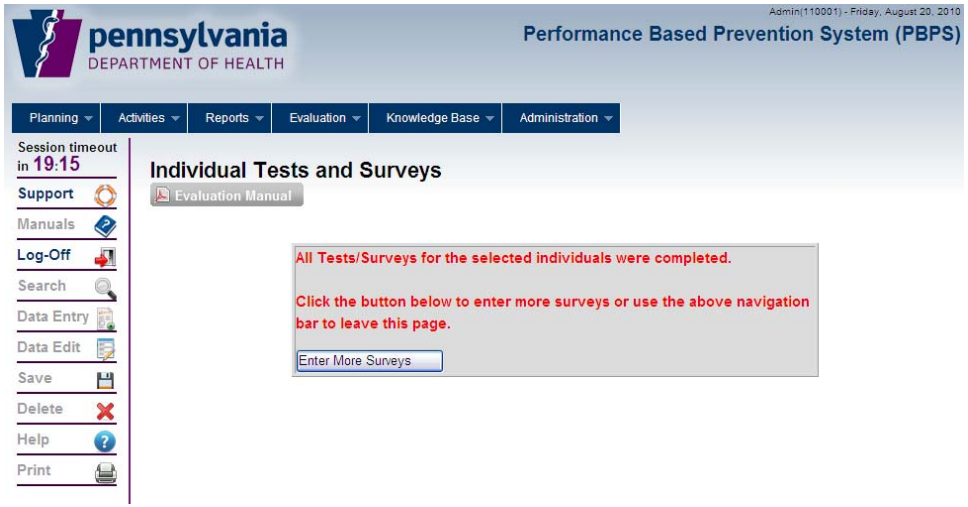
17. After submitting the survey a verification screen will display notifying you that the test was completed.
18. Click the Enter More Surveys (Enter More Surveys) button to enter another survey or use the menu bar navigation to navigate to another page.



Sample Screenshot displaying the Pre/Post/Follow-up Test Page

Tips

- The test and survey data collection forms can be found under the Reports module. Select the **Evaluation and Forms** tab to locate the *Pre/Post/Follow-up Test and Survey Data Collection Forms*.

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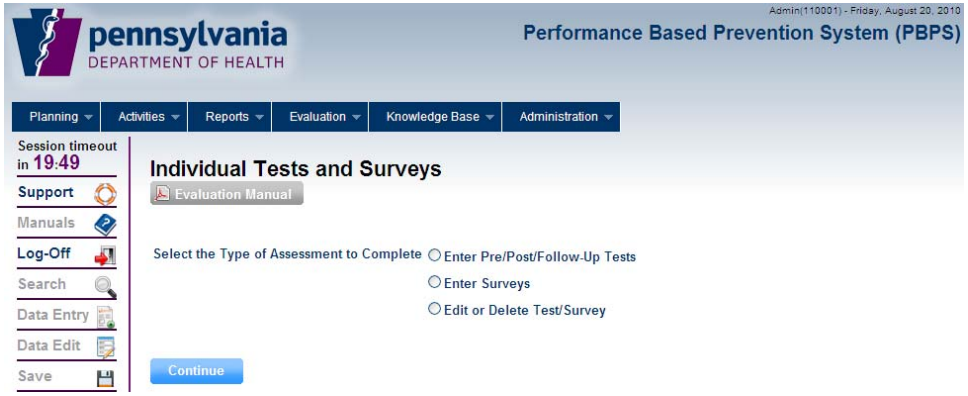
Enter Surveys

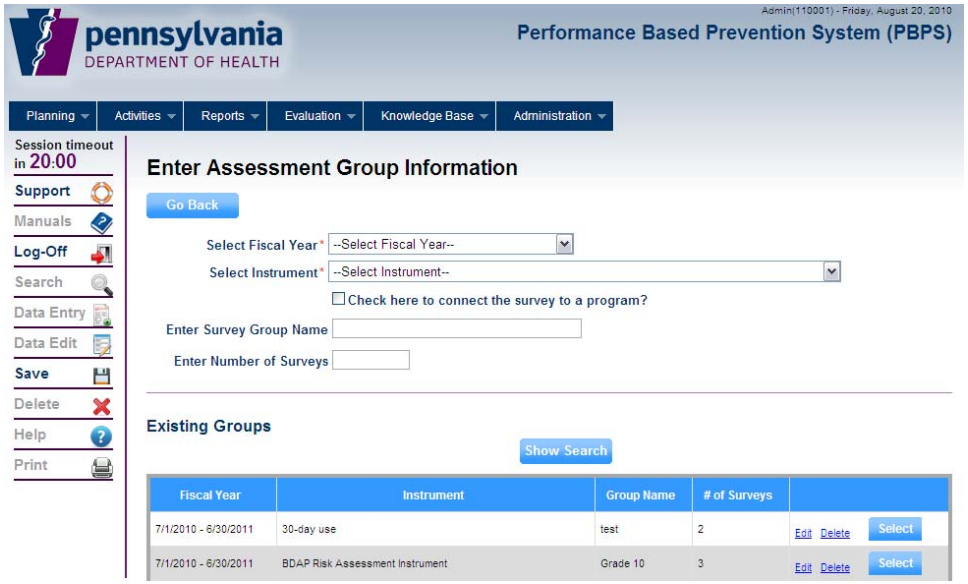
Entering Assessment Group Information

1. Click **Evaluation** from the main menu.
2. Click **Individual Tests and Surveys** from the Evaluation submenu or Landing Page.
3. Select the **Enter Surveys** radio button.
4. Click the Continue (**Continue**) button.



Sample Screenshot displaying the Individual Tests and Surveys Landing Page

5. Select a fiscal year from the **Fiscal Year** dropdown list.
6. Select an instrument from the **Select Instrument** dropdown list.
7. To associate the selected survey instrument to a previously entered program select the checkbox next to **Check here to connect the survey to a program?**
   *Note: Associating the instrument to a program is not a required step. If you are not doing this you may skip to step 8.



Sample Screenshot displaying the Assessment Group Information Page

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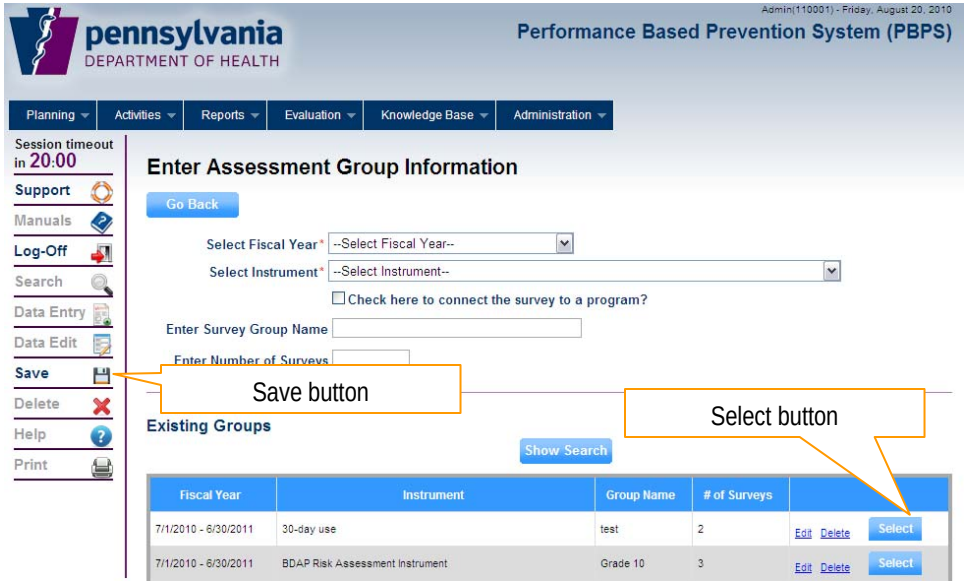
a. Select a program from the **Select Program*** dropdown list.
b. Select the appropriate radio button for the **Select Service Type** field.
c. Select the appropriate radio button for the **Select the Status of the Groups** field.
d. Select a group from the **Select Group** dropdown list.
*Note: The group dropdown is populated from the Single and Recurring service pages under the activities section based on the selected program.
e. Select a service date from the **Select Service Date** dropdown list.
*Note: The Select Service Date field is only available for single service related entries.
f. Click Save (Save) from the left toolbar.
g. Continue to Step 11.

Sample Screenshot displaying the Assessment Group Information Page

8. Enter a name for the group in the **Enter Survey Group Name** field.
9. Enter the number of surveys in the **Enter Number of Surveys** field.
10. Click Save (Save) from the left toolbar.
11. The Group that you just entered will display in the listing grid at the bottom of the page
12. Click the Select (Select) button for the group you wish to enter a survey for.
*Note: To return to the previous page click the Go Back (Go Back) button.



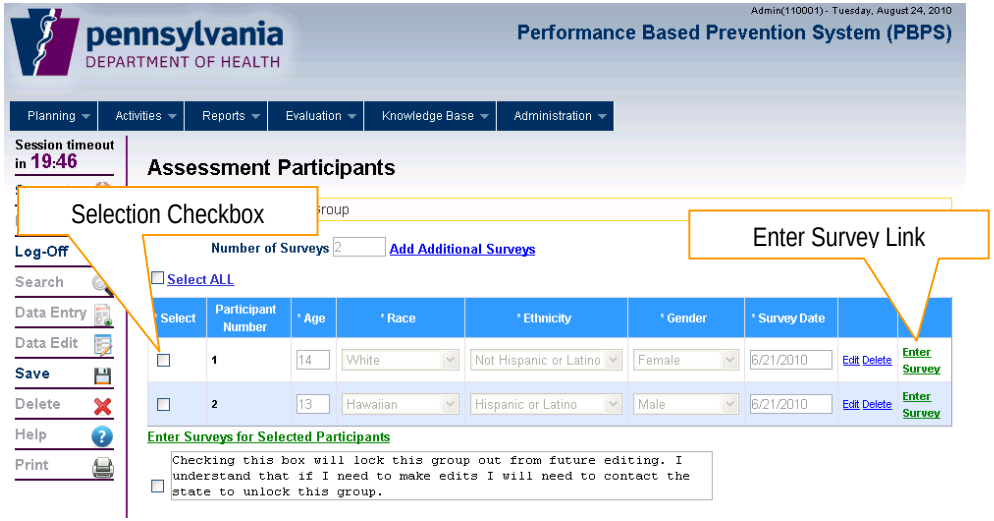
Sample Screenshot displaying the Assessment Group Information Page

© KIT Solutions® 2013

Tips

- If you are having trouble finding the group you entered you can do a search by clicking the Show Search (Show Search) button. This will display three parameters (Fiscal year, Instrument and Group Name) to select from a dropdown list that will help sort the information that is displayed.
- Click the Hide Search (Hide Search) button to hide the search options.
- Clicking the Edit link in the existing groups table will allow you to edit the group name of the selected group.

13. The participant listing table will be displayed on screen, some information may need to be completed.
    a. Enter an age in the Age* field.
    b. Select a race from the Race* dropdown list.
    c. Select an ethnicity from the Ethnicity* dropdown list.
    d. Select a gender from the Gender* dropdown list.
    e. Enter a survey date in the Survey Date* field.
    f. Click Save (Save) from the left toolbar.
14. Select a participant from the listing table using one of the following methods:
    a. Use the Select* check box in the first column of the table for each participant you want to select then click the Enter Surveys for Selected Participants link.
    b. Click the Enter Survey link in the last column of the table for the participant you want to select.



Sample Screenshot displaying the Assessment Participants Page

Tips

- Clicking the Add Additional Surveys link will let you add more assessment participants to the list currently displayed on the page. After clicking the link just enter the number you wish to add in the text box that appears and click the Update (Update) button.
- To select all available participants click the Select All check box located above the table. Uncheck the box to un-select all participants.
- To return to the previous page click the Go Back (Go Back) button.
- Once a Survey is complete the green Enter Survey link will change to read "Survey Complete"
- Clicking the Edit link in the participant table will allow you to edit the information for the selected participant.

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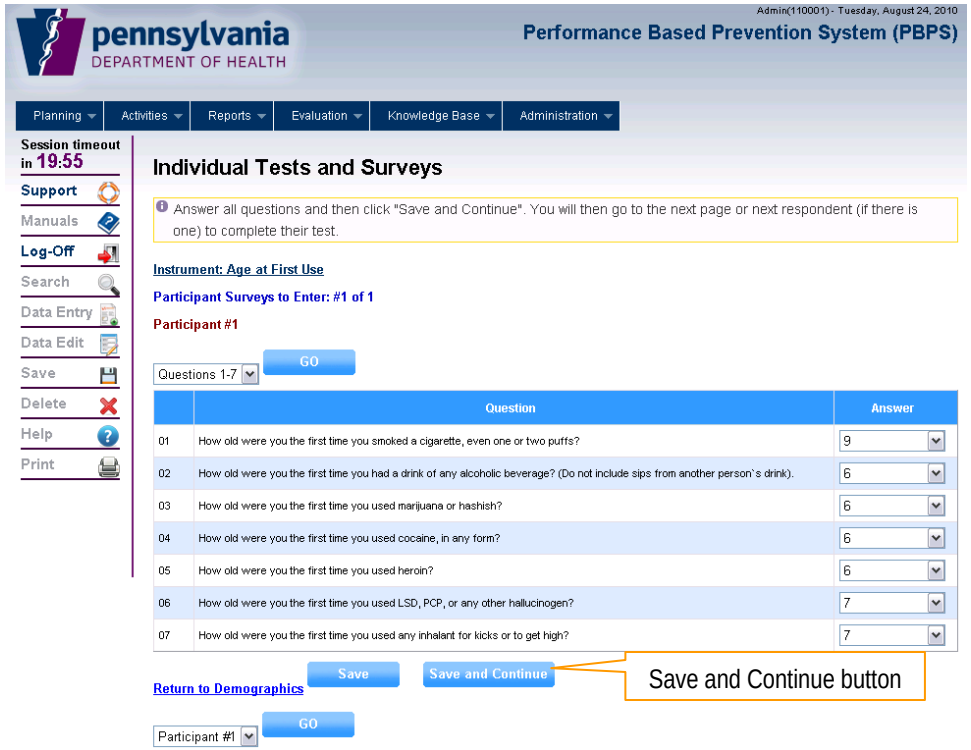
15. Complete the displayed survey by selecting answers in the answer column to the associated questions in the question column.
    *Note: Each surveys questions and answers will be different based on the instrument selected.
16. When you have finished the survey click the Save and Continue (Save and Continue) button to move to either the next set of question or the next participant selected.
    *Note: Click the Save (Save) button to save the current page you are on without leaving the page.
17. To return to the participants listing page click the Return to Demographics link.


Admin(110001) - Tuesday, August 24, 2010
pennsylvania
DEPARTMENT OF HEALTH
Performance Based Prevention System (PBPS)
Planning
Activities
Reports
Evaluation
Knowledge Base
Administration
Session timeout in 19:55
Support
Manuals
Log-Off
Search
Data Entry
Data Edit
Save
Delete
Help
Print
Individual Tests and Surveys
Answer all questions and then click "Save and Continue". You will then go to the next page or next respondent (if there is one) to complete their test.
Instrument: Age at First Use
Participant Surveys to Enter: #1 of 1
Participant #1
Questions 1-7
GO
Question
Answer
01 How old were you the first time you smoked a cigarette, even one or two puffs? 9
02 How old were you the first time you had a drink of any alcoholic beverage? (Do not include sips from another person`s drink). 6
03 How old were you the first time you used marijuana or hashish? 6
04 How old were you the first time you used cocaine, in any form? 6
05 How old were you the first time you used heroin? 6
06 How old were you the first time you used LSD, PCP, or any other hallucinogen? 7
07 How old were you the first time you used any inhalant for kicks or to get high? 7
Return to Demographics
Save
Save and Continue
Save and Continue button
Participant #1
GO

Sample Screenshot displaying the Individual Tests and Survey Page

Tips

- Some surveys have multiple pages depending on the number of questions in the survey. To navigate to a different page and a different set of questions within the survey select a question set in the Questions dropdown list above the Questions/Answers table, then click the GO (Go) button.
- If more than one participant was selected you select which participants' survey you are viewing by using the Participant dropdown list at the bottom of the page. Select the participant whose survey information you want to view and click the GO (Go) button.
- The test and survey data collection forms can be found under the Reports module. Select the **Evaluation and Forms** tab to locate the *Pre/Post/Follow-up Test and Survey Data Collection Forms*.

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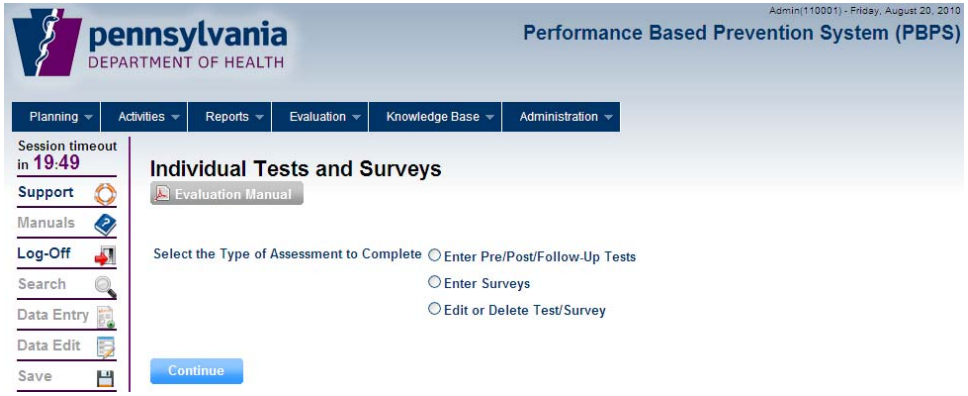
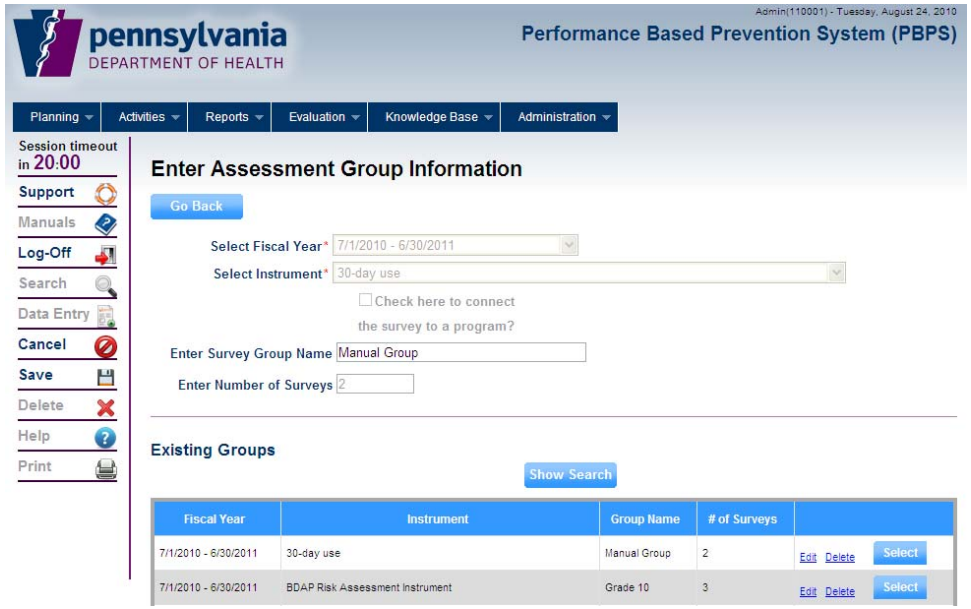
Delete Assessment Group Information

1. Click **Evaluation** from the main menu.
2. Click **Individual Tests and Surveys** from the Evaluation submenu or Landing Page.
3. Select the **Enter Surveys** radio button.
4. Click the Continue (**Continue**) button.



Sample Screenshot displaying the Individual Tests and Survey Page

5. From the listing table click the **Delete** link for the record you wish to edit.
   a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
   b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Assessment Group Information Page

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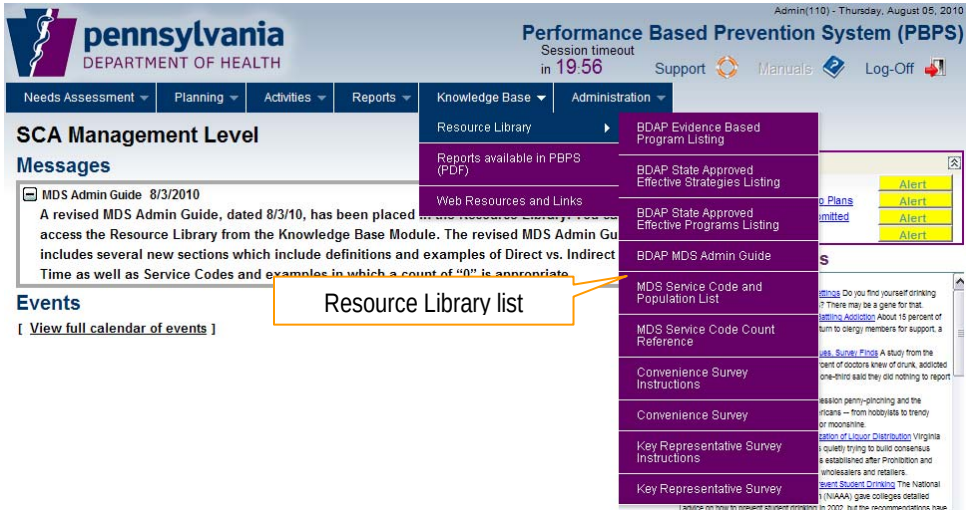
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of documents and web source information designed to provide pertinent data. These documents have been posted by DDAP for your convenience.

Resource Library

1. Click **Knowledge Base** from the main menu.
2. Click **Resource Library** from the Knowledge Base submenu.
3. A list of resource documents appear to the right of the submenu. Browse the list of documents.
4. Click the resource document you would like to view.
5. Documents will open differently depending on what format they are. If you choose to view a document that is a PDF, it will open in a new window. If you view any other document format, it will open in a view only window.
   *Note: See Reports for additional details on a view only window.



Sample Screenshot displaying the Resource Library List

Tips

- If you are having difficulty opening the document it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the document link or disable pop-up blockers for the PA PBPS.

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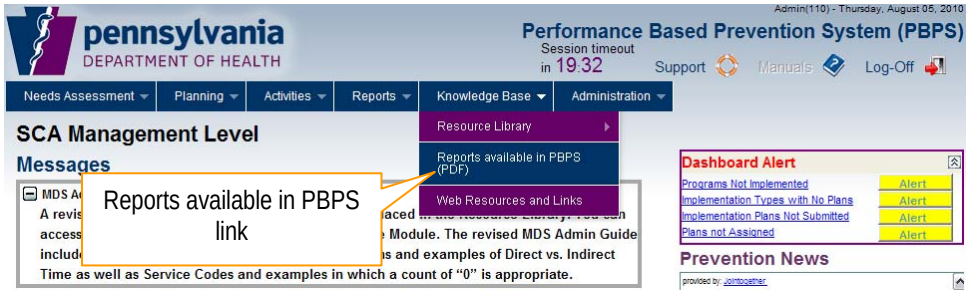
Reports available in PBPS (PDF)

The Reports available in PBPS (PDF) link provides a PDF document listing a description of each report available within the PA PBPS Reports module.

1. Click **Knowledge Base** from the main menu.
2. Click **Reports available in PBPS (PDF)** from the Knowledge Base submenu.
3. A PDF will open.
4. Click the browsers **Back** button to return to the PA PBPS.



Sample Screenshot displaying the Knowledge Base submenu

Tips

- DO NOT click the (X) in the upper right hand corner. This will close the PA PBPS and require you to log back in.

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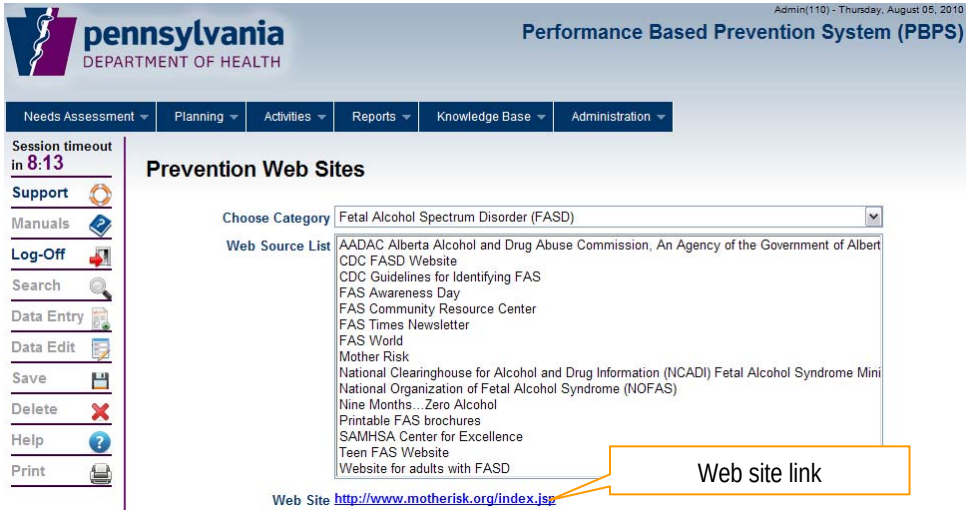
Web Sources and Links

The Web Sources and Links module is useful for finding a wealth of prevention related and state approved web sites.

1. Click **Knowledge Base** from the main menu.
2. Click **Web Sources and Links** from the Knowledge Base submenu.
3. To search for a specific web resource category, select the appropriate category from the **Category** dropdown list.
4. Select the source you would like to view from the Web Source List.
    a. A web site link will appear next to the Web Site field name.
5. Click the web site link to view the web site.
    a. A new window will open displaying the selected web site.
    b. To close the report, click the ☒ (X) in the upper right hand corner.



Sample Screenshot displaying the Web Source Page

Tips

- If you are having difficulty opening the web site it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the web site link or disable pop-up blockers for the PA PBPS.

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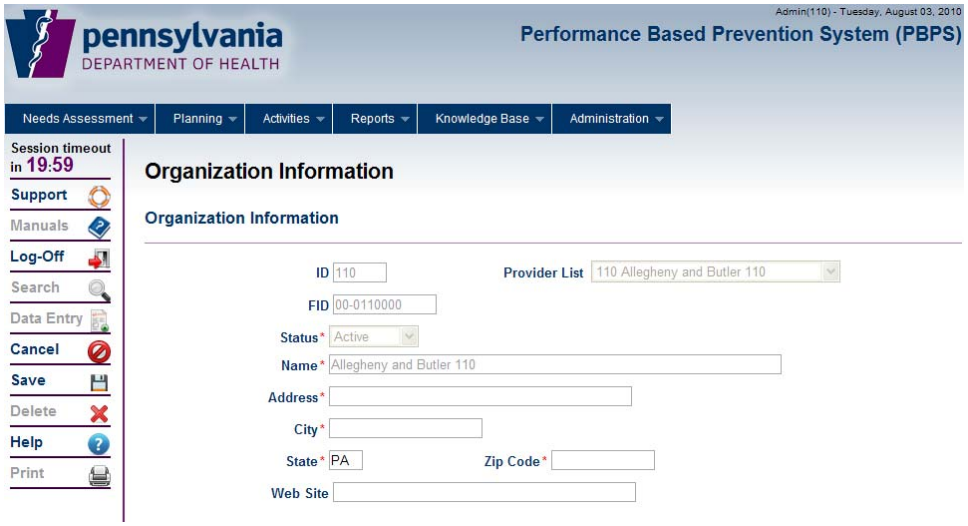
Organization

The Organization module allows you to manage your own organization details.

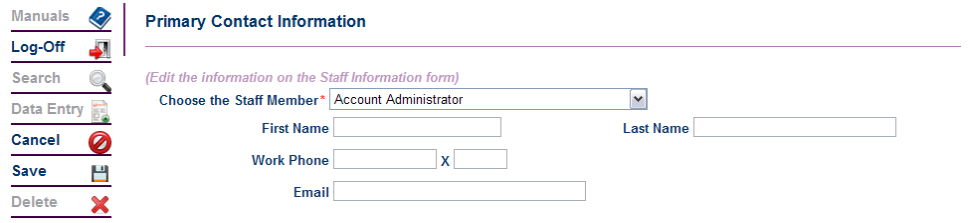
Editing Organization Information

1. Click **Administration** from the main menu.
2. Click **Organization** from the Administration submenu or Landing Page.
3. Click Data Edit (**Data Edit**) from the left toolbar.
4. The **ID**, **FID**, **Status**, and **Name** are prefilled for you. These fields cannot be modified.
5. Enter or modify the organization's Address information in the following fields: **Address**, **City**, **State**, and **Zip Code**.
6. If applicable, enter the organization's website information in the **Web Site** field.



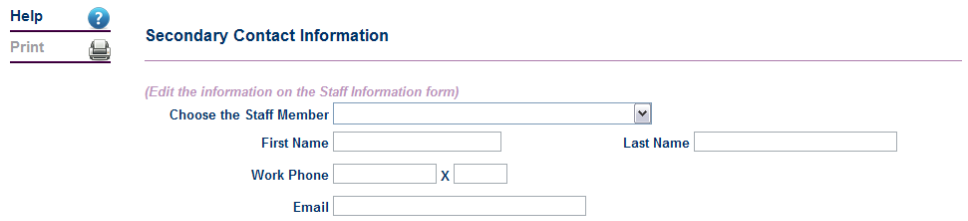
Sample Screenshot displaying the Organization Edit Page

7. The Primary Contact Information may already be filled in for you. If it is not filled in or is incorrect, select the staff member to be the organization's primary contact from the **Choose the Staff Member** dropdown list.
   *Note: The options listed in the dropdown list are the names entered in the Master Staff module. Once a name is selected the **First Name**, **Last Name**, **Work Phone**, and **Email** fields will be filled in for you.



Sample Screenshot displaying the Organization Edit Page

8. The Secondary Contact Information may already be filled in for you. If it is not filled in or is incorrect, select the staff member to be the organization's secondary contact from the **Choose the Staff Member** dropdown list. This is optional.
   *Note: The options listed in the dropdown list are the names entered in the Master Staff module. Once a name is selected the **First Name**, **Last Name**, **Work Phone**, and **Email** fields will be filled in for you.
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Organization Edit Page

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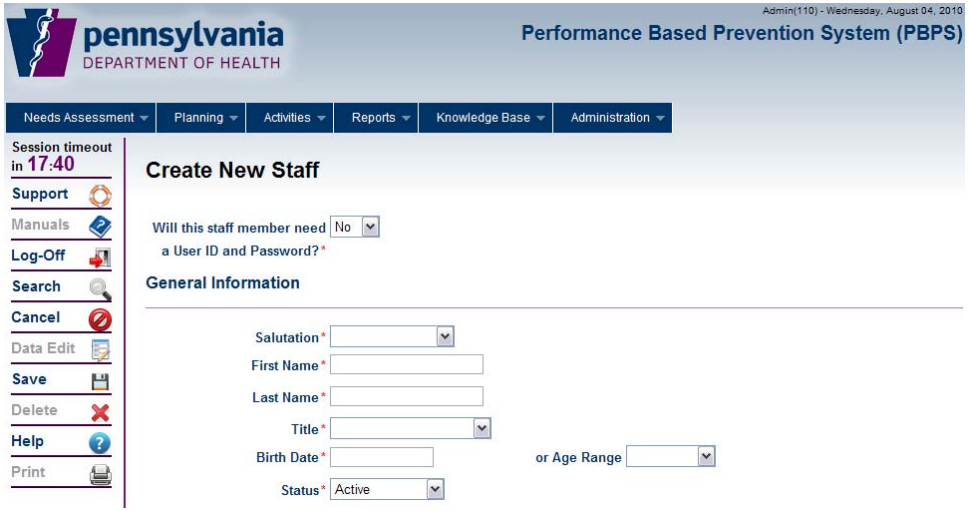
Master Staff

The Master Staff module allows you to manage your organization's staff. Only the system administrator has access to the Master Staff module to enter staff members.

Adding a Staff Member

1. Click **Administration** from the main menu.
2. Click **Master Staff** from the Administration submenu or Landing Page.
3. To add a staff member, begin by clicking Data Entry (**Data Entry**) from the left toolbar.
   *Note: This step may not be necessary if you are just entering the Master Staff page.
4. Indicate whether login information will be sent to the staff member using the **Will this staff member need a User ID and Password?** dropdown list.
5. Select the desired salutation for the staff member from the Salutation dropdown list.
6. Enter the name of the staff member in the **First Name** and **Last Name** fields.
7. Select the staff member's title or position from the **Title** dropdown list.
8. Enter the staff member's email address in the **Email** field.
   *Note: This field will only be available if *Yes* was selected to the **Will this staff member need a User ID and Password?** dropdown list.
9. Reenter the staff member's email address to confirm it in the **Reenter Email** field.
   *Note: This field will only be available if *Yes* was selected to the **Will this staff member need a User ID and Password?** dropdown list.
10. Enter the staff member's date of birth in the **Birth Date** field or select the estimated age range of the primary contact from the **Age Range** dropdown list.
11. Select the status of the staff member from the **Status** dropdown lists.
    a. *Active*: the staff member is currently a member of your organization
    b. *Inactive*: the staff member is no longer a member of your organization



Sample Screenshot displaying the Staff Edit Page for a staff member that does not need login information

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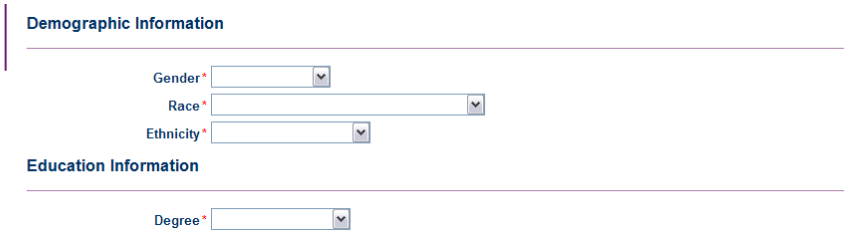
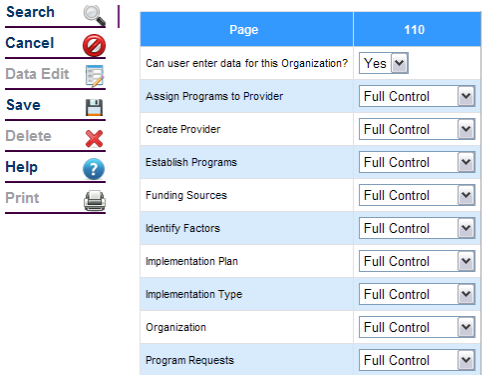
12. If *No* was selected to the **Will this staff member need a User ID and Password?** dropdown list, enter the Demographic and Education Information for the staff member.
    a. Select the staff member's gender from the **Gender** dropdown list.
    b. Select the staff member's race from the **Race** dropdown list.
    c. Select the staff member's ethnicity from the **Ethnicity** dropdown list.
    d. Select the staff member's level of education from the **Degree** dropdown list.



Sample Screenshot displaying the Staff Edit Page

13. If *Yes* was selected to the **Will this staff member need a User ID and Password?** dropdown list, a grid of permissions becomes available.
    a. Indicate whether the staff member can enter data for the organization using the Can user enter data for this Organization? dropdown list.
    b. Select the appropriate permission levels for each module using the dropdown lists.
        i. *No Permission*: Staff has no access to the module
        ii. *Read Only*: Staff member is able to view the data only
        iii. *Read and Write*: Staff member is able to view and enter the data only
        iv. *Full Control*: Staff member is able to view, add, edit, and delete the data



Sample Screenshot displaying the Staff Edit Page

14. Click Save (Save) from the left toolbar.
*Note: Click Cancel (Cancel) from the left toolbar if you wish to cancel the changes.

Tips

- All staff that have staff service time for services should be entered as a staff member. Anyone who will not be doing data entry does not need to have login information but still needs a staff account created. You have the ability to create staff members that do not log into the PA PBPS for data entry by selecting *No* to the question: **Will this staff member need a User ID and Password?**.
- If it was determined that the staff member does need login information, once Save (Save) is clicked from the left toolbar the staff member will be emailed with login information needed to access the PA PBPS.
- If a staff member leaves your organization, you should set the **Status** of the account to *Inactive*.

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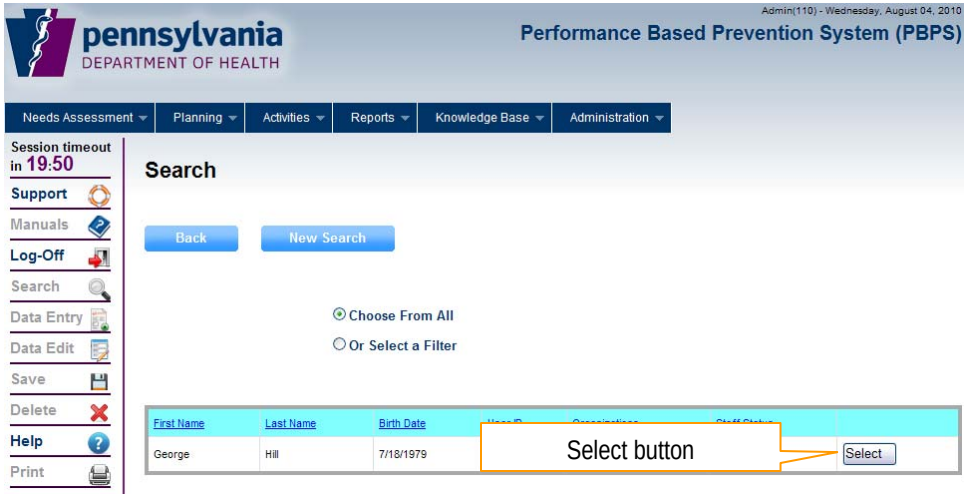
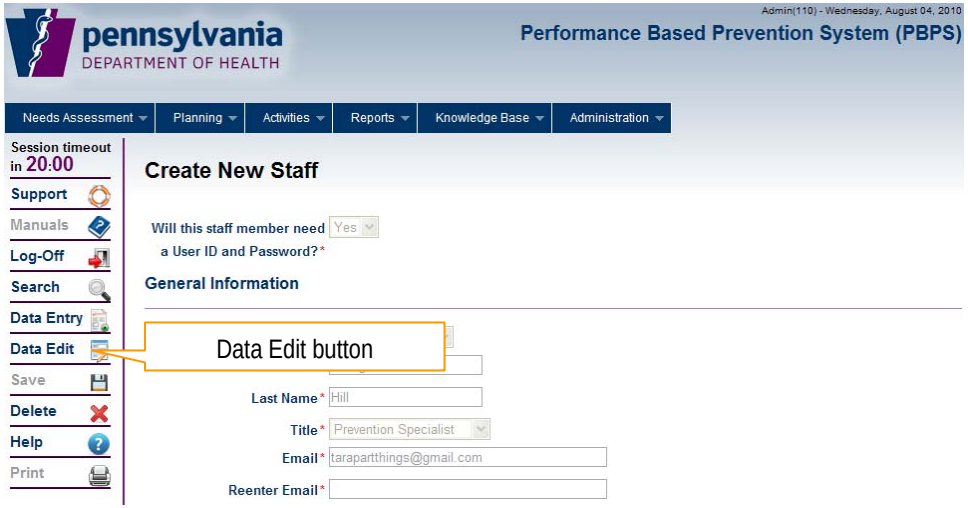
Editing a Staff Member

1. Click **Administration** from the main menu.
2. Click **Master Staff** from the Administration submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to edit.
   a. Click the Select (**Select**) button to the right of the entry you wish to edit.
   b. If you need to return to the Master Staff Edit Page, click the Back (**Back**) button.



Sample screenshot displaying the Master Staff Search Page

4. Click Data Edit (**Data Edit**) from the left toolbar.
5. Make any changes needed to the details.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the Master Staff Page

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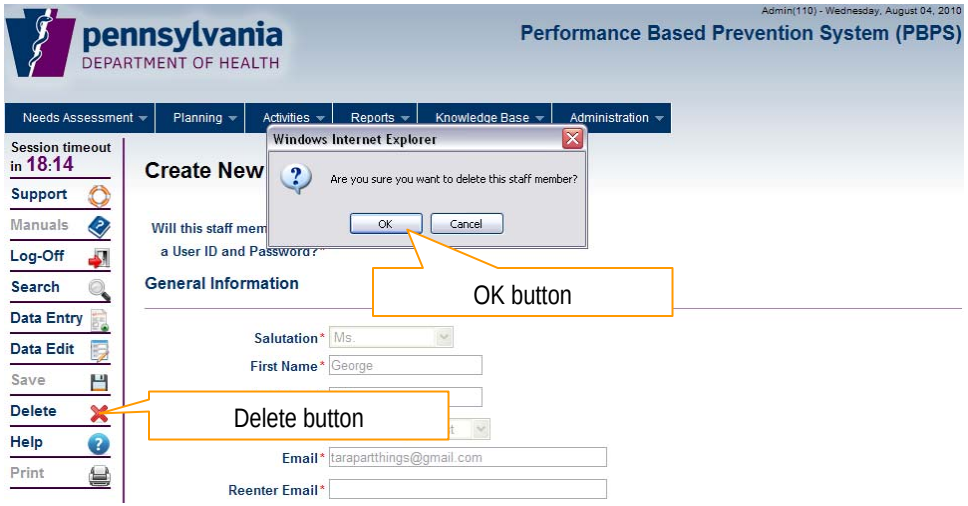
Deleting a Staff Member

1. Click **Administration** from the main menu.
2. Click **Master Staff** from the Administration submenu or Landing Page.
3. Click Search (**Search**) from the left toolbar to locate the entry you wish to delete.
    a. Click the Select (**Select**) button to the right of the entry you wish to delete.
    b. Click the Back (**Back**) button to return to the Master Staff Edit Page
4. Click Delete (**Delete**) from the left toolbar.
    a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
    b. A message appears confirming that the entry has been deleted.



Sample Screenshot displaying the Master Staff Page

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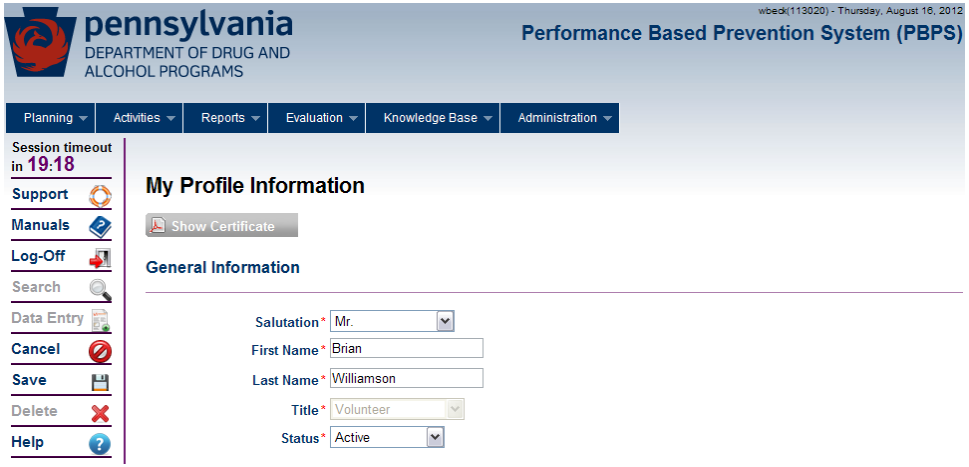
My Profile

The My Profile module allows you to view or modify your account details and change your password.

Updating My Profile Details

1. Click **Administration** from the main menu.
2. Click **My Profile** from the Administration submenu or Landing Page.
3. Click Data Edit (**Data Edit**) from the left toolbar.
4. Several fields may be filled in for you already. These fields were filled in when your staff account was first created by your system administrator. Most fields may be edited, if needed.
5. Fill in any required fields that may be blank.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample Screenshot displaying the My Profile Edit Page

Tips

- For instructions on changing the password, see the Changing Your Password section.
- Once you have completed the certification test, a button will be available for you to view/print your certificate on the My Profile page.

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Changing Your Password

1. Click **Administration** from the main menu.
2. Click **My Profile** from the Administration submenu or Landing Page.
3. Click Data Edit (**Data Edit**) from the left toolbar.
4. To change your password, enter your current password in the **Current Password** field.
   *Note: If you have logged in for the first time, the current password will be the temporary password you received in your account activation email.
5. Type the new password you would like to use in the **New Password** field.
6. Reenter the new password to confirm it in the **Reenter New Password** field.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.

Sample Screenshot displaying the My Profile Edit Page

Tips

- It is important to remember that passwords are case sensitive.
- Passwords must be at least eight (8) characters long and must contain at least 3 of the following types of characters: Uppercase Letters (A, B, C,…); Lowercase Letters (a, b, c,…); Numbers (1, 2, 3,…9); Special Characters (#, !, @, %, other punctuation marks).
- Passwords will appear encrypted when entering into the Password fields so ensure that no one else sees what password you are typing in.

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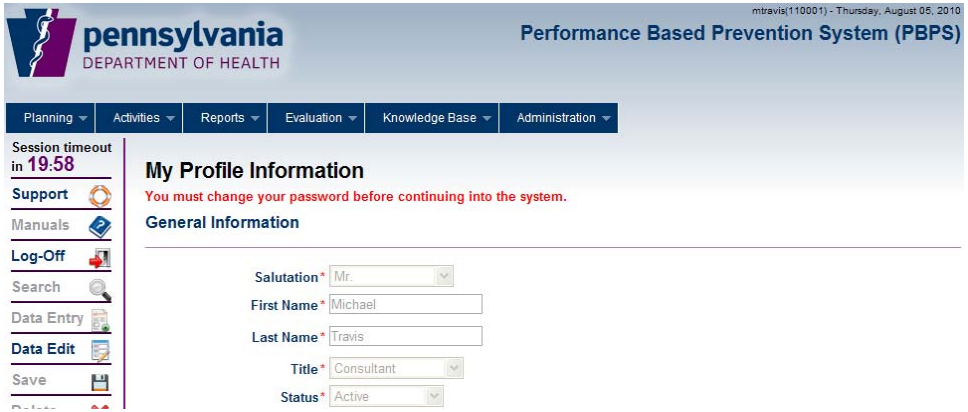
First Time Logging In?

If you received an email with your login information and are logging in for the first time, you will be taken directly to the My Profile form. A message appears at the top of the form informing you that you must change your password before continuing into the system.

Follow the instructions from the Updating My Profile Details section to update your profile details. When entering your password information, remember to use the temporary password provided to you in the account creation email for the **Current Password** field.



Sample Screenshot displaying the My Profile Edit Page

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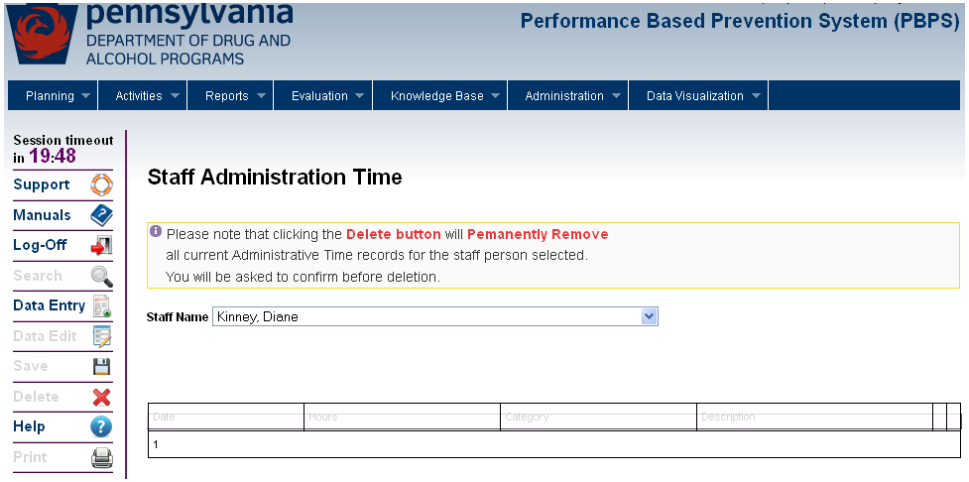
Administrative Time

The Administrative Time area allows users to indicate time spent on prevention that is not directly related to a service. Time spent during trainings, meetings, general planning, or even entering information into PA PBPS can be classified as administrative time.

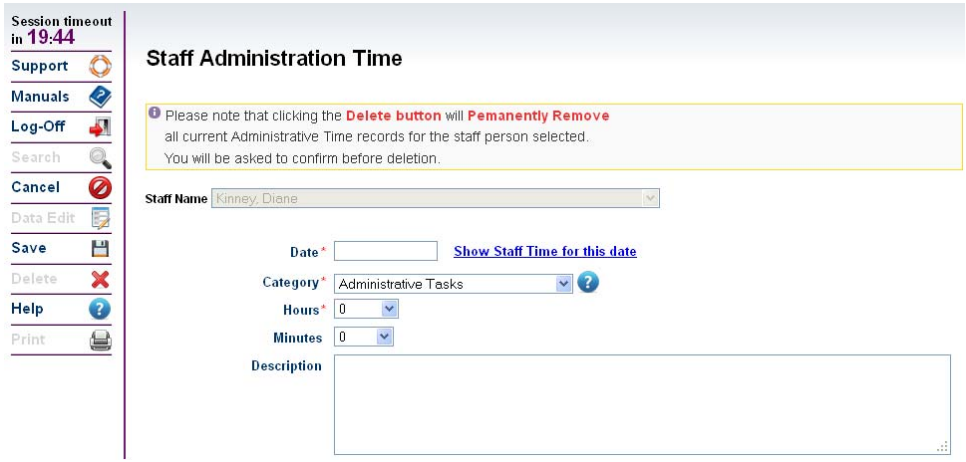
Adding Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the Administration submenu or Landing Page.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click Data Entry (**Data Entry**) from the left toolbar.



Sample screenshot displaying the Administrative Time Page.

5. Enter a date that the administrative time took place on in the **Date*** field in the format mm/dd/yyyy.
6. Select the type of administrative time from the **Category*** dropdown list.
7. Enter the **Hour** and **Minutes** using the dropdown lists.
8. Type in any additional information regarding the administrative time in the **Description** field. This is optional.
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample screenshot displaying the Administrative Time Page.

Tips

- For a description of the selected Category, click the (**Help icon**) located to the right of the **Category** dropdown list.
- To view whether the staff member currently has staff hours associated with the date entered, click the '*Show Staff Time for this date*' link.

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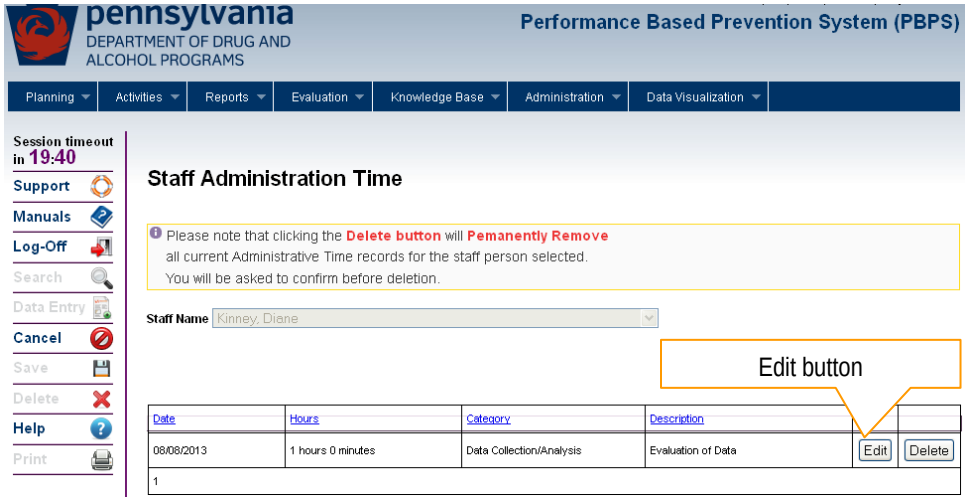
Editing Administrative Time

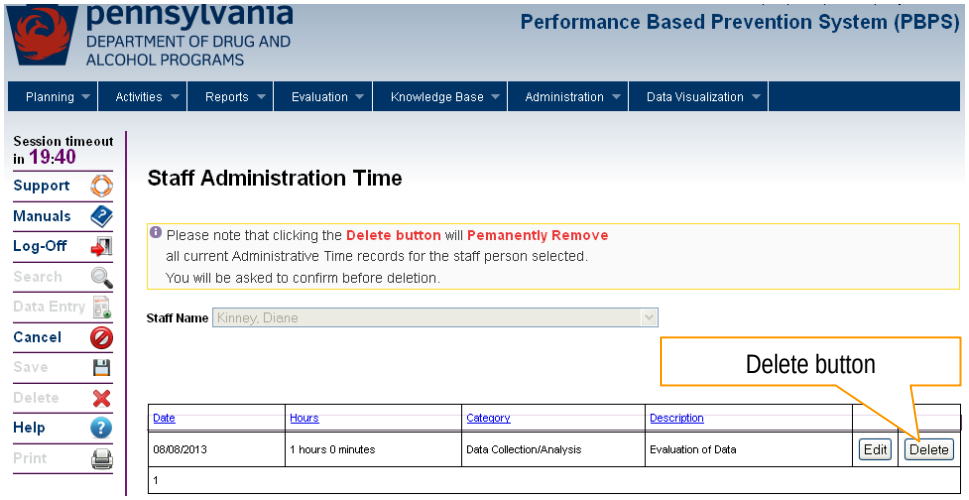
1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu or Landing Page.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click the Edit (**Edit**) button to the right of the date you wish to edit.
5. The **Administrative Time** will appear in the edit mode.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) from the left toolbar if you wish to cancel the changes.



Sample screenshot displaying the Administrative Time Page.

Deleting Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu or Landing Page.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click the Delete (**Delete**) button to the right of the date you wish to delete.
   a. A message will appear asking if you are sure. Click the OK (**OK**) button to continue with the deletion or click the Cancel (**Cancel**) button to cancel the deletion.
   b. A message appears confirming that the entry has been deleted. Click the OK (**OK**) button to continue.



Sample screenshot displaying the Administrative Time Page.

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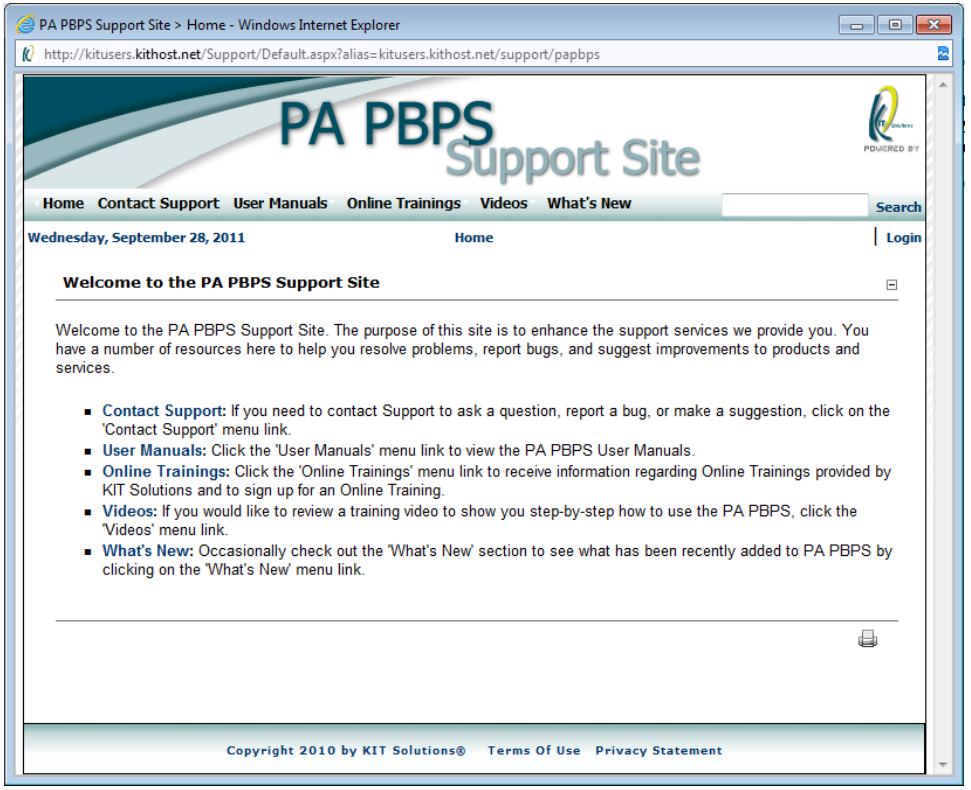
Kit Support

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the KIT Solutions Support Site, click **Support** from the main menu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team, click the **Contact Support** link.
    a. Fill in the appropriate fields.
    *Note: Fields marked with an asterisk (*) are required.
    b. Click the Submit (**Submit**) button. Your request will be sent to the KIT Solutions Customer Support team and DCF.
3. To find this manual in an online version, click the **User Manuals** link. The Manuals section will display the various documents pertinent to the PA PBPS.
4. To see a list of new features, improvements (changes), or announcements for the PA PBPS, click the **What's New** link.
5. To view available training videos to show you step-by-step how to use PA PBPS, click the **Videos** link.
6. To receive information regarding Online Trainings and to register to receive a training, click the **Online Trainings** link.


PA PBPS Support Site > Home - Windows Internet Explorer
http://kitusers.kithost.net/Support/Default.aspx?alias=kitusers.kithost.net/support/papbps
PA PBPS Support Site
Home
Contact Support
User Manuals
Online Trainings
Videos
What's New
Search
Wednesday, September 28, 2011
Home
Login
Welcome to the PA PBPS Support Site
Welcome to the PA PBPS Support Site. The purpose of this site is to enhance the support services we provide you. You have a number of resources here to help you resolve problems, report bugs, and suggest improvements to products and services.
Contact Support: If you need to contact Support to ask a question, report a bug, or make a suggestion, click on the 'Contact Support' menu link.
User Manuals: Click the 'User Manuals' menu link to view the PA PBPS User Manuals.
Online Trainings: Click the 'Online Trainings' menu link to receive information regarding Online Trainings provided by KIT Solutions and to sign up for an Online Training.
Videos: If you would like to review a training video to show you step-by-step how to use the PA PBPS, click the 'Videos' menu link.
What's New: Occasionally check out the 'What's New' section to see what has been recently added to PA PBPS by clicking on the 'What's New' menu link.
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Sample screen shot of the Support Site.

Tips

- Support can be contacted: 1) by using the Contact Support link on the Support Site, 2) calling the toll-free number (888-600-4777), or 3) emailing directly at pasupport@kitsolutins.net